

**Blacksburg/Christiansburg/Montgomery Area
Metropolitan Planning Organization
755 Roanoke Street
Christiansburg, VA 24073**

Minutes

August 5, 2010

PRESENT:	Craig Meadows	-Montgomery County
	Kevin Byrd	-NRV Planning District Commission
	Richard Ballengee	-Town of Christiansburg
	Adam Carpenetti	-Town of Christiansburg (for Lance)
	Anne McClung	-Town of Blacksburg
	Steve Mouras	-Virginia Tech
	Tammye Davis	-FhWA (via Teleconference)
	Michael St. Jean	-VA Tech/Montgomery Regional Airport Authority
	Jeff Sizemore	-VA Department of Rail and Public Transportation
	Debbie Swetnam	-Blacksburg Transit (for Becky)
	Michael Gray	-VDoT (for Richard)
	Dan Brugh	-BCM MPO
	Randal Gwinn	-Recording Secretary

ABSENT:	Tony Cho	-Federal Transit Administration-Region 111
	Doug Marrs	-Montgomery County
	Becky Martin	-Blacksburg Transit
	Richard Caywood	-VDoT (Salem)
	Krishna Chachra	-Town of Blacksburg

NON-MPO PRESENT:		
	David Clarke	-VDoT (Christiansburg)

DECLARATION OF QUORUM AND CALL TO ORDER

Dan Brugh declared a quorum and called the meeting to order at 2 P.M.

Richard Ballengee introduced Adam Carpenetti, Assistant to the Town Manager of Christiansburg, to the group. He will be attending to fill the vacancy caused by Lance Terpenny's departure.

APPROVAL OF AGENDA

Dan Brugh asked for a motion to approve the meeting agenda.

On a motion by Michael Gray, seconded by Richard Ballengee and carried unanimously, the agenda for the August 5, 2010 meeting was approved.

APPROVAL OF MINUTES OF June 3, 2010

Dan Brugh asked for discussion on and/or edits to the Minutes of the June 3, 2010 meeting. There being no comments he then called for a motion to approve the minutes.

On a motion by Anne McClung, seconded by Richard Ballengee and carried unanimously, the minutes of the June 3, 2010 meeting were approved.

ELECTION OF OFFICERS FOR 2010 – 2011

Dan Brugh stated that both the Chairman and Vice Chairman positions were currently open then explained that in accordance with the bylaws of the MPO, officers are elected for a one year term. Officers are eligible for re-election and the only restriction is that each of the officers must be from different jurisdictions. Non-Voting members are eligible to hold office.

Current officers are: Vacant, Chairman
Vacant, Vice Chairman

Election OF Chairman

Dan opened the floor to nominations for the office of Chairman. (No seconds are required for nominations).

Richard Ballengee moved to nominate Craig Meadows.

There were no other nominations and Dan called for a motion to close nominations.

On a motion by Richard Ballengee, seconded by Michael Gray, and carried unanimously, the nominations for Chairman were closed.

Dan next called for a vote to be taken on the nomination for Chairman.

By unanimous vote, Craig Meadows is elected Chairman.

At this point Dan gave control of the meeting to Craig.

Election of Vice Chairman

Chairman Craig Meadows opened the floor for nominations for Vice Chairman. (No seconds are required for nominations).

Initially there were no nominations. Anne McClung volunteered to accept the position if that was acceptable to the group. At this point Steve Mouras moved to nominate Anne McClung and Michael Gray seconded the nomination.

There were no other nominations.

Craig called for a motion to close the nominations for Vice Chairman. Richard Ballengee moved that nominations be closed and that Anne be elected by acclamation. Michael Gray seconded the motion. By unanimous vote Anne McClung is elected Vice Chairman.

Meeting date, time, and location

Craig then asked about the regular meeting date and time for the upcoming year. A brief discussion followed and it was agreed to continue meeting on the 1st Thursday of every month at 2 PM. The meetings will also continue to be held in the County Administration Conference Room at the Montgomery County Government Center at 755 Roanoke Street, Christiansburg Virginia.

PUBLIC ADDRESS

There being no speakers, the Public Address session was closed.

OLD BUSINESS

Tiger II Grant Request

Dan Brugh summarized the efforts expended to date in regards to our application for Tiger II Grant funds for the Route 460 Interchange near Southgate Drive. The MPO had requested the Secretary of Transportation to apply for a Tiger II Grant. VDoT advised that they would not make application for this project and encouraged the MPO to apply with VDOT staff support. Dan registered the MPO to apply for Grants at "Grants.gov" and completed the pre-application for the project. The next step in the process is completion of the total application by August 23, 2010. Completion of the application requires outside the scope of the MPO Staff. Dan requested the MPO On Call Consultant (Parsons Transportation) to prepare a scope of work and budget to develop the application package. Virginia Tech has agreed to pay the cost of the work (\$10,388). VDoT and FhWA have given their approval of this course of action. The TAC has reviewed and recommends awarding the contract to Parsons for \$10,388 with Virginia Tech providing the funds.

Michael Gray briefly explained the position that VDOT is taking on submitting grants. Discussions being completed, Craig called for a motion to approve the suggested resolution to approve a contract with Parsons Transportation for assistance in preparing a Tiger II Grant application.

On a motion by Michael Gray, seconded by Anne McClung and carried unanimously, the MPO Policy Board approved the following resolution:

***Blacksburg/Christiansburg/Montgomery Area
Metropolitan Planning Organization***

August 5, 2010

Resolution to approve a contract with Parsons Transportation to assist in preparing a Tiger II grant proposal for the Route 460 interchange near Southgate Drive with Virginia Tech financing the contract.

WHEREAS, the BCM MPO desires to submit a Tiger II grant application for the Route 460 Interchange near Southgate Drive (Route 314); and

WHEREAS, the MPO requested VDOT to submit a grant request for this project and VDOT has advised that this request should be done by the BCM MPO, and

WHEREAS, this project is included in the current 2030 Long Range Transportation Plan, and

WHEREAS, this project meets the requirements for an application for Tiger II funds, and

WHEREAS, the BCM MPO needs technical assistance to prepare the grant application, and

WHEREAS, our On Call Consultant has the expertise necessary to prepare the application, and

WHEREAS, the Executive Director has obtained a scope of work and budget from Parsons Transportation for this work; and

WHEREAS, Virginia Tech will provide the necessary funding to prepare the application.

NOW, THEREFORE, BE IT RESOLVED that:

The Policy Board approves this requested contract in the amount of \$10,388; and

FURTHER, that it authorizes the Executive Director to secure any further approvals necessary from VDOT and FHWA, and

FURTHER, the BCM MPO authorizes the Executive Director to execute a contract on behalf of the BCM MPO with Parsons Transportation after approval of funding by Virginia Tech is secured.

Attest: _____
Craig Meadows, Chairman

NEW BUSINESS

Support for New River Valley PDC Sustainable Communities Grant Application

Kevin Byrd explained that the NRV PDC is applying for a sustainable communities grant to include Montgomery County, the Towns of Blacksburg and Christiansburg, and the City of Radford. This grant could bring \$800,000 in HUD funds into the area and these funds would initially be earmarked for Regional Planning. The application deadline is August 23, 2010 and Kevin has been actively pursuing sign off from the list of desired consortium members. MPO support of this grant is requested since most of the involved localities are within the MPO. There is no financial commitment and the NRV PDC will act as Lead Applicant. Kevin asks that the MPO Policy Board authorize Dan Brugh, as Executive Director of the MPO, to sign the Memorandum of Understanding (MOU) which makes the BCM MPO a member of the consortium.

There was a brief discussion of the merits of applying for this grant. Craig called for a motion to authorize Dan to sign the New River Valley Sustainable Communities Consortium Memorandum of Understanding.

On a motion by Steve Mouras, seconded by Michael Gray and carried unanimously, the MPO Policy Board approved the following resolution:

Blacksburg/Christiansburg/Montgomery Area Metropolitan Planning Organization

August 5, 2010

Resolution Authorizing Executive Director to sign a Memorandum of Understanding for the New River Valley Sustainable Communities Consortium on behalf of the MPO

WHEREAS, the New River Valley Planning District Commission is leading an effort in the New River Valley to apply for a HUD/DOT/EPA planning grant for Regional Sustainable Communities, and

WHEREAS, the MPO localities along with the City of Radford are the primary localities to apply for this grant, and

WHEREAS, the formation of a consortium of these localities along with some nonprofit agencies and the Planning District and MPO is needed to apply for this grant, and

WHEREAS, this planning grant would be advantageous to coordinate planning efforts in many different areas of interest.

NOW, THEREFORE BE IT RESOLVED that the BCM MPO authorizes its Executive Director to sign the Memorandum of Understanding on behalf of the BCM MPO.

Attest: _____

Craig Meadows, Chairman

New River Valley Sustainable Communities Consortium Memorandum of Understanding

I. Purpose

The purpose of this Memorandum of Understanding (MOU) is to provide a mutual understanding of the signatory agencies forming the New River Valley Sustainable Communities Consortium that will be working collaboratively to: (1) prepare a grant application for submission to the Department of Housing and Urban Development Sustainable Communities Regional Planning Grant Program, and (2) to successfully complete the work if the grant application is funded.

II. Background

On June 24, 2010, the U.S. Department of Housing and Urban Development (HUD) issued a Notice of Fund Availability in conjunction with the U.S. Department of Transportation (DOT) and U.S. Environmental Protection Agency (EPA). HUD launched the \$100 million Sustainable Communities Regional Planning Grant program to support multijurisdictional planning efforts that integrate housing, land use, economic and workforce development, transportation, and infrastructure investments in a manner that empowers jurisdictions to consider the interdependent challenges of: (1) economic competitiveness and revitalization; (2) social equity, inclusion, and access to opportunity; (3) energy use and climate change; and (4) public health and environmental impact.

A set of guiding livability principles and a federal interagency partnership agreement is intended to guide their efforts in coordinating federal housing, transportation, and other infrastructure investments.

All applicants that achieve a specified threshold score in their submission for the 2010 round of the Sustainable Communities Regional Planning Grant Program will qualify for *Preferred Sustainability Status*. Applicants that meet this criterion will qualify for a broad spectrum of benefits, including access to capacity building resources, and secure potential points in a number of funding opportunities managed by federal agencies.

III. Goals of the Program

The goals of the Sustainable Communities Regional Grant Program are the following:

1. Foster the development of sustainable communities throughout the United States that are consistent with the following Livability Principles:

a. *Provide more transportation choices.* Develop safe, reliable, and affordable transportation choices to decrease household transportation costs, reduce energy consumption and dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.

b. *Promote equitable, affordable housing.* Expand location- and energy-efficient housing choices for people of all ages, incomes, races, and ethnicities to increase mobility and lower the combined cost of housing and transportation.

c. *Enhance economic competitiveness.* Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services, and other basic needs by workers, as well as expanded business access to markets.

d. *Support existing communities.* Target federal funding toward existing communities—through strategies like transit-oriented, mixed-use development, and land recycling—to increase community revitalization and the efficiency of public works investments and safeguard rural landscapes.

e. *Coordinate policies and leverage investment.* Align federal policies and funding to remove barriers to collaboration, leverage funding, and increase the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy.

f. *Value communities and neighborhoods.* Enhance the unique characteristics of all communities by investing in healthy, safe, and walkable neighborhoods—rural, urban, or suburban.

2. Support metropolitan areas and multijurisdictional partnerships that commit to adopt integrated plans, strategies, and management tools to become more sustainable.

3. Facilitate strong alliances of residents and regional interest groups that are able to maintain a long-term vision for a region over time and simultaneously support progress through incremental sustainable development practices.

4. Build greater transparency and accountability into planning and implementation efforts.

5. Expedite implementation of the Livability Principles through changes in local zoning and land use laws and regulations that remove barriers to sustainable development for housing, economic development, transportation, and related water, sewer, and other environmental quality issues.

6. Align local, state, and tribal capital improvement programs with the Livability Principles.

7. Assist all regions to move toward sustainability and livability, and, for the regions that have shown a long-term commitment to sustainability and livability, prepare them for implementation and to demonstrate on-the-ground results.

IV. Funding to Develop and Implement Regional Plans for Sustainable Development

Funding from the program will support the development and implementation of Regional Plans for Sustainable Development (RPSD) that:

a. Identify affordable housing, transportation investment, water infrastructure, economic development, agricultural systems, land use planning, environmental conservation, energy system, open space, and other infrastructure priorities for the region;

- b.** Clearly define a single, integrated plan for regional development that addresses potential population growth or decline over a minimum 20-year time frame, sets appropriate 3 to 5 year benchmark performance targets, and delineates strategies to meet established performance goals;
- c.** Establish performance goals and measures that are, at a minimum, consistent with the Sustainability Partnership's Livability Principles;
- d.** Utilize geo-coded data sets and other metrics in developing, implementing, monitoring, and assessing the performance goals of various reinvestment scenarios;
- e.** Provide detailed plans, policies, and implementation strategies to be implemented by all participating jurisdictions over time to meet planning goals;
- f.** Prioritize projects that facilitate the implementation of the regional plan and identify responsible implementing entities (public, nonprofit, or private) and funding sources;
- g.** Show how the proposed plan will establish consistency with HUD, DOT, and EPA programs, and policies, such as Consolidated Plans, Analysis of Impediments to Fair Housing Choice, Long Range Transportation Plans, and Asset Management Plans, including strategies to modify existing plans, where appropriate; and
- h.** Engage residents and stakeholders substantively and meaningfully in the development of the shared vision and its implementation early and throughout the process, including communities traditionally marginalized from such processes, while accommodating limited English speakers, persons with disabilities, and the elderly.

V. Consortium Members

The Sustainable Communities Regional Planning grant program requires a regional Consortium to submit the application and carry out the work. The Consortium must, at a minimum, include the traditional principal city (or cities if more than one); the City or County with the largest population; additional cities or counties that ensure the Consortium represents at least 50% of the population; the MPO or regional planning agency; and at least one non-profit, foundation, or educational institution in the region that has the capacity to engage a diverse representation of the general population and the ability to work in partnership with the other consortium members. Based on this criteria, the minimum members shall include: the City of Radford, Montgomery County, the Town of Blacksburg, the Town of Christiansburg, the New River Valley Planning District Commission and Community Housing Partners. Additional members are encouraged to join the Consortium and may be added as approved by the Consortium.

VI. Advisory members

An Advisory Committee including nonprofit organizations, educational institutions, trade organizations, and other interested parties will provide advice to the NRV Sustainable Communities Consortium.

VII. Lead Applicant

The Consortium authorizes the New River Valley Planning District Commission to act as the Lead Applicant for the grant. The Lead Applicant shall be responsible for fiscal and administrative responsibility for regular interaction with HUD.

The New River Valley HOME Consortium, which receives annual funding from HUD to provide affordable housing in the New River Valley, shall work in conjunction with the Lead Applicant to implement the grant and staff the NRV Sustainable Communities Consortium.

VIII. Agreement

Whereas, there is a recognized need among the Consortium members for a coordinated, collaborative regional effort to develop and implement a Regional Plan for Sustainable Development that follows the Livability Principles;

Whereas, the Consortium members agree to the best of their abilities and within the limits of their budgets to work cooperatively to carry out the activities in the application submitted to HUD;

Whereas, Consortium members agree that a formal consortium agreement will be executed no later than 120 days after the effective date of the grant agreement or HUD may terminate the grant.

Whereas, nothing in this MOU shall obligate Consortium members to expend appropriations, obligate funds or enter into any contract or other agreement.

Now, therefore, this MOU is established to create a framework for coordinating efforts related to the preparation of a grant application to the HUD Sustainable Communities Regional Grant Program and, if funded, to implement work described in the application.

IX. Effective Date

This MOU will become effective upon signature by any two parties. Any party may terminate its participation in this MOU upon written notice to the Lead Applicant.

X. Signatures

This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The original signature page will be kept on file at the New River Valley Planning District Commission.

Signature
New River Valley Planning District Commission
Organization/Agency

Name and Title

Date

Signature
City of Radford
Organization/Agency

Name and Title

Date

Signature

Name and Title

Montgomery County
Organization/Agency

Date

Signature
Town of Blacksburg
Organization/Agency

Name and Title

Date

Signature
Town of Christiansburg
Organization/Agency

Name and Title

Date

Signature
Community Housing Partners
Organization/Agency

Name and Title

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Approved as to form:

Lawrence S. Spencer, Jr., Blacksburg Town Attorney

EXECUTIVE DIRECTOR REPORT

2035 Long Range Plan update

Dan reviewed the latest progress on the 2035 LRP. The MPO is hosting a public meeting August 18 to solicit suggestions for project to consider for inclusion in the Plan. Parsons has been working on handout and meeting board materials and we will be emailing out copies to the Policy Board as soon as we get them.

Route 460 Interchange near Southgate Drive Study update

Dan advised that the Route 460 Interchange near Southgate Drive Study has been completed and awaits completion of the report from the South Main Taskforce so that their recommendations can be included in the final report. Anne McClung advised that the report from the South Main Task Force will be finalized in the next month if all goes well.

Warm Hearth Study update

Debbie Swetnam updated the group on the latest news from the Warm Hearth Transit Study. Both focus group meetings have been held. Work continues towards a final report which they hope to have done in the next few months. One item coming from the focus group meetings is that residents and staff are unaware of how to use the current transit service. Blacksburg Transit Staff has plans to host “Travel Training” sessions with the residents in Warm Hearth in order to increase their knowledge of how to utilize the services that are currently in place.

2010-11 UPWP Administrative Amendment

Dan explained that he had made an administrative amendment to the 2010 – 11 UPWP at the request of VDRPT to correct the funding from VDRPT in the amount of \$25.

Other items

Dan gave the members the 2nd Quarter Report from Christy Straight at RIDE SOLUTIONS NRV and will be emailing the report to the Policy Board and TAC members.

OTHER BUSINESS

There was no other business brought up.

INTO CLOSED MEETING

On a motion by Michael Gray, seconded by Richard Ballengee and carried unanimously, the MPO Policy Board approved the following resolution:

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

1. Personnel Matter

OUT OF CLOSED MEETING

On a motion by Michael Gray, seconded by Richard Ballengee and carried unanimously, the MPO Policy Board approved the following resolution:

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

CERTIFICATION OF CLOSED MEETING

On a motion by Richard Ballengee, seconded by Michael Gray and carried unanimously, the MPO Policy Board approved the following resolution:

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.

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

Chairman Meadows informed Dan Brugh of the results of his annual performance review and asked Dan to continue in the role of Executive Director of the BCMA MPO for another year. Based on Dan's performance, an increase of 2% in salary has been recommended.

At this point Craig asked for a motion to amend the employment agreement between the BCMA MPO and Dan Brugh.

On a motion by Steve Mouras, seconded by Michael Gray and carried unanimously, the MPO Policy Board approved the following resolution:

***Blacksburg/Christiansburg/Montgomery Area
Metropolitan Planning Organization
August 5, 2010***

Amendment to Employment Agreement

On a motion by Steve Mouras, seconded by Michael Gray and carried unanimously,

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 Metropolitan Planning Organization dated July 22, 2003 is hereby amended effective July 1, 2010 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. The 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 Brugh's performance June of each calendar year.

Craig Meadows, Chairman

NEXT SCHEDULED MEETING

The next scheduled meeting is Thursday, September 2, 2010 at 2:00 PM at the Montgomery County Government Center.

XI. ADJOURNMENT

Prior to adjournment Craig asked Dan to draft a resolution recognizing Lance Terpenny for his years of service to the BCMA MPO and submit it for review at the next Policy Board Meeting. A plaque for presentation to Lance was also suggested.

All business for the day being completed, Craig adjourned the meeting at 2:48 PM.