

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

Minutes

August 8, 2013

PRESENT:	Craig Meadows	-Montgomery County
	Anne McClung	-Town of Blacksburg
	Michael Sutphin	-Town of Blacksburg
	Richard Ballengee	-Town of Christiansburg
	Adam Carpenetti	-Town of Christiansburg
	Rebecca Martin	-Blacksburg Transit
	Mike Dunn	-Virginia Tech
	Brian Booth	-Radford Transit
	Kevin Byrd	-NRV PDC
	Pete Huber	-Pulaski County
	Josh Baker	-Radford Transit
	James Perkins	-Radford University
	Tommy DiGiulian	-VDoT
	Gary Heinline	-Pulaski Transit
	Jim Hurt	-City of Radford
	Dan Brugh	-NRV MPO
	Randal Gwinn	-Recording Secretary
ABSENT:	Rob Cary	-VDoT
	Tammye Davis	-FHWA
	Steve Mouras	-Virginia Tech
	Andy McCready	-Pulaski County
	Ranny O'Dell	-Pulaski County
	Bruce Brown	-City of Radford
	Jim Quesenberry	-Radford University
	Richard Alvarez	-Radford University
	Annette Perkins	-Montgomery County
	Barry Helms	-Town of Christiansburg
	Fritz Streff	-New River Community College
	Tony Cho	-Federal Transit Administration-Region 111
	Chris Arabia	-VA Department of Rail and Public Transportation
	Michael St. Jean	-VA Tech/Montgomery Regional Airport Authority

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 Anne McClung seconded by Michael Sutphin and carried unanimously, the meeting agenda was approved.

APPROVAL OF MINUTES OF JUNE 6, 2013 MEETING

Dan asked for comments on or corrections to the meeting minutes from the June 6, 2013 Policy Board meeting. Hearing none he then called for a motion to approve the minutes.

On a motion by Richard Ballengee, seconded by Anne McClung and carried unanimously, the minutes dated June 6, 2013 were approved.

ELECTION OF OFFICERS FOR 2013-14

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.

- Richard Ballengee nominated Craig Meadows.

There were no other nominations made.

Dan then asked for a motion to close nominations.

- On a motion by Gary Heinline seconded by Anne McClung carried unanimously, nominations for MPO Chairman are 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 2013-14.

Craig then assumed control of the meeting and after expressing appreciation to the group he announced that the floor is open to receive nominations for Vice Chairman.

- Michael Sutphin nominated Anne McClung.

There were no other nominations made.

Craig then asked for a motion to close nominations.

- On a motion by Richard Ballengee seconded by Adam Carpenetti and carried unanimously, nominations for MPO Vice Chairman are closed.

Craig 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 2013-14.

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, 2 PM – 4 PM, in the County Admin Conference Room of the Montgomery County Government Center.

PUBLIC ADDRESS

There were no public speakers seeking to address the Board.

OLD BUSINESS

A. Transit Operating Funds

Dan gave an update on the progress made on conducting a study to determine how to fairly split distributions of 5307 transit operating funds between the two transit operators within the MPO boundaries. Thus far the MPO Policy Board has passed a resolution to accept DRPT's offer to fund the study and make available their on call consultants to conduct the study. A Policy Board subcommittee has been created to oversee the study and Chairman Meadows has appointed representatives from the three transit operators and the three universities to that subcommittee. One meeting has been held and a scope of work has been developed. An RFP has been created and sent to the four consultants provided by DRPT. The due date for submission of proposals is August 15th and the subcommittee will meet shortly thereafter to score the proposals and select a consultant to recommend to the Policy Board at their September meeting. The anticipated completion date for the study is January 2014.

B. Transit Planning Funds

Dan also gave an update on the discussions concerning the use of 5303 Transit Planning Funds. Dan has met with the transit operators and a list of suggested study projects is being developed for recommendation to the TAC. It is hoped that the TAC will review the suggested projects and make their own recommendations to the Policy Board at their September meeting.

NEW BUSINESS

A. Approval of Amendment # 2 to the 2012-15 TIP

Dan reported that this amendment was primarily made necessary by the addition of the City of Radford to the MPO as Radford's funding stream changed from 5310 Rural to 5307 Urban. In addition an administrative adjustment was made in June to update the TIP document to show current funding numbers from VDOT and DRPT as these amounts change slightly over the four year lifetime of the TIP. These changes were advertised for public comments in the local papers, on our web site, and also emailed to interested parties and government regulatory agencies. No comments were received. The TAC has reviewed the changes and recommends approval by the Policy Board.

There was no discussion on the TIP and Craig called for a motion to approve amendment # 2 to the 2012-15 TIP.

Resolution Approving Amendment #2 for the 2012-15 TIP

On a motion by Gary Heinline seconded by Michael Sutphin and carried unanimously,

WHEREAS, the MPO approved the 2012-2015 Transportation Improvement Program (TIP) in June, 2011, and

WHEREAS, with the addition of the City of Radford to the MPO, FTA Section 5303 Transit Operating Funds for Radford need to be included in the MPO TIP, and

WHEREAS, the TAC developed and advertised the Amendment for public comment, sent it 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 2012-15 TIP.

J. Dan Brugh, Executive Director

B. Approval of Corridor Study for the Western Perimeter Road

Dan reported that Virginia Tech has requested that the MPO conduct a corridor study for a potential road located on the western perimeter of their campus with Virginia Tech paying all costs related to the study. A scope of work has been developed and a quote has been acquired from the MPO's on call consultant; Whitman, Requardt and Associates. The TAC has reviewed this request and recommends approval by the Policy Board.

Michael Dunn explained that Virginia Tech anticipates increased traffic congestion in the Prices Fork Road/West Campus Corridor areas. In anticipation of this they are looking at options for the future and this concept study will be the first phase of their efforts.

There was no further discussion and Craig called for a motion to approve conducting the study.

Resolution to approve conducting a Corridor Study for the Western Perimeter Road on the Virginia Tech campus with Virginia Tech financing the Study.

On a motion by Anne McClung seconded by Adam Carpenetti and carried unanimously,

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

WHEREAS, VDoT and FhWA have concurred that this request can be done by the NRV MPO, and

WHEREAS, the NRV MPO has an "On Call" consultant to conduct this type of study, and

WHEREAS, the Executive Director has obtained a proposal from Whitman, Requardt and Associates for this request; and

WHEREAS, Virginia Tech will provide the necessary funding to conduct the study and analysis, and

WHEREAS, the TAC has reviewed and recommends approval.

NOW, THEREFORE BE IT RESOLVED that:

The Policy Board approves this requested study; and

FURTHER, the NRV MPO authorizes the Executive Director to execute a contract on behalf of the NRV MPO with Whitman, Requardt, and Associates after approval of funding by Virginia Tech and an agreement is executed with Virginia Tech to accomplish this work.

Approved _____

Craig Meadows, Chairman

C. Approval of Corridor Study on North Franklin Street in the Town of Christiansburg

Dan reported that in a previous meeting the MPO requested that the localities submit requests for potential studies to be paid for by the special studies funding. Two requests were received, the first being from Christiansburg for a corridor study on North Franklin Street between Cambria Street and Independence Boulevard. This area is highly congested and Christiansburg would like a study and recommendations of how to improve traffic flow. VDOT and FhWA concur that this study would be an appropriate use of our special studies funding and our on call consultant has prepared a scope of work with a cost proposal. The TAC has reviewed this request and recommends approval by the Policy Board.

Craig asked if consideration had been given to extending the study area to include the area between Cambria Street and Depot Street. Dan replied that the traffic congestion in that area currently isn't as much of an issue so it isn't included in this study.

Discussions having ended Craig called for a motion to approve conducting the study.

Resolution to approve conducting a Corridor Study on North Franklin Street between Cambria Street and Independence Boulevard in the Town of Christiansburg.

On a motion by Richard Ballengee seconded by Anne McClung and carried unanimously,

WHEREAS, the town of Christiansburg has requested the NRV MPO to conduct a study of North Franklin Street between Cambria Street and Independence Boulevard; and

WHEREAS, VDoT and FhWA have concurred that this request can be done by the NRV MPO, and

WHEREAS, the NRV MPO has an "On Call" consultant to conduct this type of study, and

WHEREAS, the Executive Director has obtained a proposal from Whitman, Requardt and Associates for this request; and

WHEREAS, the funding will come from the “Special Studies” budget item in the 2013-14 UPWP, and

WHEREAS, the TAC has reviewed and recommends approval.

NOW, THEREFORE BE IT RESOLVED that:

The Policy Board approves this requested study; and

FURTHER, the NRV MPO authorizes the Executive Director to execute a contract on behalf of the NRV MPO with Whitman, Requardt, and Associates to accomplish this work.

Approved _____

Craig Meadows, Chairman

D. Intersection Study at North Main Street and Route 460 in the Town of Blacksburg

Dan reported that this request from the Town of Blacksburg was the second of two received. The area located at the junction of North Main Street and Route 460 has been identified as a high accident area by Blacksburg and they would like to have a study done in order to identify potential safety improvements. VDOT will conduct the study on behalf of the MPO and a kick off meeting has been scheduled for Blacksburg, VDOT, and the MPO to develop a scope of work for the study.

EXECUTIVE DIRECTOR’S REPORT

A. VDOT Project Report

Tommy reported on the progress of ongoing VDOT projects in the area:

Work on the I-81 truck climbing lanes should be completed this fall.

The Rt. 114 work in the New River Mall area should be completed in the fall of 2014 however efforts are being made to complete most of the work on the Mall side before Thanksgiving of this year to minimize interruption of holiday traffic. The opening date for the pedestrian bridge isn’t known yet.

The construction of the New River Bridge on Rt. 114 at Peppers Ferry is about six months ahead and may be completed by the spring or early summer of 2014.

Design work on the Southgate Interchange on Rt. 460 is ongoing and it’s anticipated that advertisement for bids for construction will be issued in December of 2014. There will be a public hearing sometime this fall, probably late September or early October. Comments from the public reveal a lot of interest in the Huckleberry Trail and old growth trees in the area of the dairy farm. Efforts are being made to utilize an existing farm road in the design in order to minimize removal of those trees and it appears that only those already dead or in bad condition will have to be taken out.

Acquisition of right of way is ongoing for the Research Center Drive project. Advertisement for bids will go out in January and completion is anticipated in December of 2014.

Funding for the I-81 bridge replacements over the New River near Exit 105 continues to be an issue. The northbound bridge is funded however money is still being pursued for the southbound bridge. The SR 232 bridge which crosses overhead of I-81 will be replaced as part of the northbound bridge project. Advertisement for construction bids for this project is still several years out.

The replacements of the I-81 bridges at Exit 114 currently have priority due to their deteriorating condition. This project is beginning to build momentum and design work will be started soon. Although funding is provided for only the bridge replacements, an improved interchange is also desired and will be discussed in phase one of the design work. Should funding become available the scope of the project may be expanded to include interchange improvements.

Acquisitions of right of ways are ongoing for the Rt. 603 project and advertisement for construction is anticipated in January 2014 with actual construction beginning in the spring of 2014. This project should take about nine months to complete and temporary fire and rescue facilities will be made available in the area during construction.

The I-81 Tier 2 NEPA Environmental Study from Christiansburg (exit 118) to Troutville (exit 150) should wrap up sometime this winter. This study is required by the FhWA before a widening project along this stretch of I-81 can go to design and construction.

B. MPO Bicycle/Pedestrian Plan development update

Kevin reported that Eli Sharpe is working with the assistance of an intern to map existing high density population and employment centers in the study area. These maps will be useful in identifying potential routes for full time modal transportation as well as bicycle and pedestrian improvements. This effort closely follows DRPT's recommendations so eligibility should not be an issue when it is time to apply for funding. The next meeting of the study group will be sometime in September.

C. Livability Initiative Project Update

Kevin reported that all data collection has been completed and the NRV Tomorrow web survey is finished. It is hoped that the preliminary feedback on the priorities identified by the survey effort will be on the NRV PDC website in a couple of weeks. It is anticipated that a final report will be published on November 12th.

D. Exit 118 Park & Ride Lot and Megabus update

Dan reported that VDOT's six year plan did not include funding for improvements to the Exit 118 Park & Ride lot, however discussions are still ongoing for relocating the lot. Craig reported that he had recently spoken with Rob Cary and Neil Sherman concerning the lot and all agreed on attempting to find a suitable alternative in the next several months.

Dan continued by reporting that Megabus is about to change their stop schedule due to changes they are making in their Knoxville routes. Their buses will now be stopping here at a different times beginning in September. It appears that all stops will now be during daylight and early evening hours and there will no longer be a 3 AM stop. More information to follow on the Megabus schedule when it is available.

E. VAMPO update

Dan reported that the primary topic of discussion at the last VAMPO meeting was the displeasure of the larger MPO's particularly with the Programming Division at VDOT. The larger MPO's get to allocate RSTP & CMAQ funds to projects and apparently are having issues getting the information they need to do so. Also projects are slow to be closed out resulting in funds not being able to be transferred to ongoing projects. Nothing of much interest to smaller MPO's like our own was discussed.

F. Other items

Dan reported that the SmartWay Bus ridership for the closing fiscal year went down about 7200 riders when compared to last year's numbers. The ridership reports reveal that the Exit 118 and Kmart stops are no longer performing as they once were and it appears that commuter traffic is being lost. The cause is being investigated meanwhile the rest of the stops' ridership numbers have stayed consistent.

Dan asked if the practice of mailing Policy Board meeting packets could be eliminated as postage for these mailings continues to rise. Printed materials can still be provided at the meetings and electronic versions will continue to be emailed and posted on our web site. Josh suggested mailing and printing packets for the meeting by request and it was agreed that we should poll the membership for their choices before the next meeting. Randal will do this.

Kevin suggested that the MPO may wish to submit comments or send a letter of support for the ongoing DRPT Rail Study. Either would have to be submitted by the end of this month.

OTHER BUSINESS

INTO CLOSED MEETING

Craig 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 Richard Ballengee seconded by Anne McClung 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

1. Personnel Matter

OUT OF CLOSED MEETING

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

On a motion by Rebecca Martin seconded by Adam Carpenetti and carried unanimously,

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

CERTIFICATION OF CLOSED MEETING

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

On a motion by Pete Huber seconded by Adam Carpenetti and carried unanimously,

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

Craig Meadows, Anne McClung, Michael Sutphin, Richard Ballengee, Adam Carpenetti, Tommy DiGiulian (designated alternate for Rob Cary), Jim Hurt, Pete Huber

NAYS

None

ABSENT DURING VOTE

Annette Perkins, Rob Cary, Bruce Brown, Ranny O'Dell

ABSENT DURING MEETING

Annette Perkins, Rob Cary, Bruce Brown, Ranny O'Dell

ANNUAL PERFORMANCE REVIEW OF EXECUTIVE DIRECTOR AND AMENDMENT TO EMPLOYMENT AGREEMENT

Based on Dan's annual performance review a 3% increase in salary, retroactive to July 1, 2013, was recommended.

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

On a motion by Anne McClung seconded by Richard Ballengee and carried unanimously, the MPO Policy Board officially recognizes the annual performance review of the Executive Director and authorizes a salary increase of 3% retroactive to July 1, 2013.

Craig then had Dan return to the meeting, informed him 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.

NEXT SCHEDULED MEETING

The next scheduled meeting is September 5, 2013 at 2:00 PM in the Montgomery County Government Center.

X. ADJOURNMENT

There being no further agenda items to discuss, Craig called for a motion to adjourn.

On a motion by Richard Ballengee seconded by Anne McClung and carried unanimously, the meeting was adjourned at 3:30 PM.

Attest: _____

Craig Meadows, Chairman