

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

Minutes

August 24, 2017

MEMBERS

PRESENT:	Craig Meadows	-Montgomery County
	Annette Perkins	-Montgomery County
	Anne McClung	-Town of Blacksburg
	Michael Sutphin	-Town of Blacksburg
	Randy Wingfield	-Town of Christiansburg
	Melissa Skelton	-City of Radford
	Kevin Byrd	-NRVRC
	Ken King	-VDoT
	Jason Soileau	-Virginia Tech
	Tom Fox	-Blacksburg Transit
	Dan Brugh	-NRV MPO
	Randal Gwinn	-Recording Secretary
ABSENT:	Kevin Jones	-FHWA
	Katie Schwing	-DRPT
	Michael Barber	-Town of Christiansburg
	Bruce Brown	-City of Radford
	Joe Guthrie	-Pulaski County
	Fritz Streff	-New River Community College
	Tony Cho	-Federal Transit Administration-Region 111
	Michael St. Jean	-VA Tech/Montgomery Regional Airport Authority
	James Perkins	-Radford University
	Brian Booth	-Radford Transit
	Monica Musick	-Pulaski Transit
OTHERS		
PRESENT:	Michael Gray	-VDoT
	Erik Olsen	-NRV MPO

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 2:10 P.M.

APPROVAL OF AGENDA

Dan asked for comments on the proposed agenda and hearing none, he asked to hear a motion for approval of the agenda.

On a motion by Anne McClung seconded by Melissa Skelton and carried unanimously, the proposed meeting agenda with the addendum was approved.

APPROVAL OF MINUTES OF May 17, 2017 MEETING

Dan next asked for comments on or corrections to the meeting minutes from the May 7, 2017 Policy Board meeting. Hearing none he then called for a motion to approve the minutes.

On a motion by Anne McClung seconded by Craig Meadows and carried unanimously, the minutes dated May 17, 2017 were approved.

ELECTION OF OFFICERS FOR 2017 -2018

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 Sutphin 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 Melissa Skelton seconded by Anne McClung 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 2017-18.

Dan then vacated the Chairman's seat and Craig assumed control of the meeting.

Craig then announced that the floor is open to receive nominations for Vice Chairman.

Annette Perkins moved to nominate Anne McClung.

There were no other nominations made.

Craig then asked for a motion to close nominations.

On a motion by Annette Perkins seconded by Melissa Skelton and carried unanimously, nominations for MPO Vice Chairman were 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 2016-17.

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 2:00 PM in the County Admin Conference Room of the Montgomery County Government Center and Craig asked for a motion to that effect.

On a motion by Anne McClung seconded by Michael Sutphin and carried unanimously, the regular meeting date will continue to be 2:00 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

A. Approval of a Schedule Change for SmartWay Bus

Dan reported that this draft schedule change for the SmartWay Bus to accommodate Amtrak in Roanoke was initially presented as information in the May 2017 Policy Board meeting. When the SmartWay Bus Service was originally formed it was decided that our MPO must approve any schedule changes for the service. With passenger rail service beginning in October approval of the draft schedule that we now have is necessary although there may yet be some minor time changes based on Amtrak's final schedule.

Adding another route to the schedule does come with additional operating costs however the localities that pay the local matching funds will see little or no change in their contributions as there are no longer any capital costs to pay. As things currently stand, from now through the year 2022 bus replacements for Valley Metro, including the SmartWay service, are covered by funds allocated by the Roanoke TPO under the RSTP program. The end result of this is that our local match requirement for SmartWay Bus capital costs go away and funds formally used for this can

now be applied to the increased operational costs of the service.

What is needed is a resolution adopting the new schedule with the understanding that if Amtrak changes their schedule by a few minutes then the SmartWay Bus schedule will also change to align with it.

Following Dan's report there was a brief discussion concerning alinement of the SmartWay schedule with that of the Roanoke Airport late night arrivals and early morning departures. At the next SmartWay Advisory Committee meeting Dan will follow up on this item and also seek clarification of what accommodations are already in place to assist travelers who arrive at the airport when bus service isn't available.

Also discussed was the future prospect of moving the SmartWay Bus stop currently at Squires to the new Multi-modal facility once it is completed. This has already been discussed by the SmartWay Advisory Committee and at the appropriate time that change will be recommended to the MPO Policy Board for approval.

Discussion having ended Craig called for a motion on the suggested resolution offered in the meeting materials.

On a motion by Ken King seconded by Michael Sutphin and carried unanimously, the resolution was approved and follows in its entirety:

***New River Valley
Metropolitan Planning Organization
August 24, 2017***

Resolution approving a schedule change for the SmartWay Connector to accommodate passenger rail service to Roanoke.

On a motion by Ken King seconded by Michael Sutphin and carried unanimously,

WHEREAS, the MPO has been requested to approve a schedule change for the SmartWay Connector service to accommodate passenger rail service by Amtrak to Roanoke, and

WHEREAS, Valley Metro, operator of the SmartWay service, has provided schedule information to add service to accommodate arrivals and departures of Amtrak to Roanoke, and

WHEREAS, approval of the schedule change is needed by the NRV MPO, and

WHEREAS, the TAC recommends approval.

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley MPO approves the schedule change as submitted.

BE IT FURTHER RESOLVED that changes to the exact times may be made based on final arrival and departure times by Amtrak.

F. Craig Meadows, Chairman

OLD BUSINESS

A. Establishing Performance Measures for the MPO

Dan reported that Federal Legislation requires that MPO's have performance measures in regard to the funding that comes into the MPO. Larger MPO's will probably be developing their own performance measures however the smaller MPO's who have no control over funding will probably be adopting the performance measures that will be set by the state. The first set of measures to be developed will be for safety and those need to be developed and approved prior to January of next year. VDOT should be finishing their measures for safety later this month or in early September. The NRV MPO will need to officially adopt VDOT's values after themselves determining numerical values for measures which need to vary from what VDOT has set. The Regional Commission has agreed to assist in developing measures for the MPO and has done some work on this already although not all of VDOT's information is available yet. Once we have something close to a complete set of measures we will distribute it for review and discussion.

Policy Board approval of the measures will be needed at their next scheduled meeting which will probably be in November.

EXECUTIVE DIRECTORS REPORT

1. Update on Study Projects

Kevin Byrd presented a PowerPoint Slideshow report that gave status updates on the three ongoing Study Projects that the Regional Commission has been conducting for the MPO.

Items reviewed were the Traffic Analysis Zones study, the Bus Stop Safety and Traffic Study, and the Regional Freight Study.

2. Other items

There were no other items discussed under the Executive Directors Report.

OTHER BUSINESS

There were no other items of business to discuss.

INTO CLOSED MEETING – 2:30 PM

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 Melissa Skelton 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 – 2:55 PM

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

On a motion by Melissa Skelton seconded by Anne McClung 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 Anne McClung seconded by Michael Sutphin and carried by a vote of seven ayes, zero nays and three absences 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: Craig Meadows, Annette Perkins, Anne McClung, Michael Sutphin, Randy Wingfield, Melissa Skelton and Ken King.

NAYS: None

ABSENT DURING VOTE: Joe Guthrie, Mike Barber and Bruce Barber.

ABSENT DURING MEETING: Joe Guthrie, Mike Barber and Bruce Barber.

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

Based on Dan's annual performance review a 2.5% increase in salary, retroactive to July 1, 2017, was recommended.

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

On a motion by Anne McClung seconded by Michael Sutphin and carried by a vote of seven to zero with three 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 July 1, 2017 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, \$74,706,~~ **\$76,574** 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

Craig announced that the next scheduled meeting is October 5, 2017 at 2:00 PM in the Montgomery County Government Center.

MEETING RECESSED AT 2:52 PM

At this point Craig called a recess of the meeting to allow the Roanoke TPO personnel to arrive and be seated.

NRV MPO WELCOME AND INTRODUCTIONS

NRV MPO Chair Meadows welcomed the visitors from the RVTPO and suggested everyone introduce themselves to the room.

RVTPO POLICY BOARD MEMBERS PRESENT

Ray Ferris, Vice Chair	City of Roanoke
John Garland	City of Roanoke
Jane Johnson, Chair	City of Salem
Ken King	VDOT Salem District
Janet Scheid	Town of Vinton
Carl Palmer	GRTC, Valley Metro
Jitender Ramchandani	DRPT

RVTPO STAFF IN ATTENDANCE

Christina Finch
Bryan Hill
Jackie Pace
Rachel Ruhlen
Wayne Strickland

RVTPO GUESTS IN ATTENDANCE

Nick Britton	DRPT
Megan Cronise	Roanoke County
Richard Caywood	Roanoke County
Michael Gray	VDOT Salem District
Rebekah Gunn	Roanoke Regional Chamber of Commerce
Jeremy Latimer	DRPT
Kevin Price	Valley Metro

RVTPO CALL TO ORDER

RVTPO Chair Jane Johnson called their meeting to order at 3:05 PM.

RECONVENING THE NRV MPO MEETING FOR THE JOINT MEETING WITH THE ROANOKE TPO

Following introductions Chair Meadows announced that the NRV MPO meeting was reconvening at 3:05 PM.

APPOINTMENT OF 2017 RVTPO NOMINATING COMMITTEE

Chair Johnson then presented the following report to the group:

CHAIR'S REPORT August 24, 2017 Joint TPO Meeting Appointment of 2017 Roanoke Valley TPO Nominating Committee

According to the Roanoke Valley TPO Bylaws, the election of officers will take place at the September meeting of every odd-numbered year. At the August meeting, the Chair shall appoint a nominating committee of at least two members. The nominating committee will communicate to each TPO member the name(s) of the nominee(s) for the offices of chair and vice chair one week prior to the September meeting.

I would like to appoint John Garland, Billy Martin and Jason Peter to serve on the 2017 Nominating Committee.



*Jane W. Johnson, Chair
Roanoke Valley Transportation Planning Organization*

I-81 CORRIDOR IMPROVEMENTS, PROGRAMMED AND NEEDED

Ken King then presented the group with a slideshow concerning the improvements needed to the I-81 corridor. During the presentation Ken broke out the improvements already programmed and also spoke of those that were still needed but lacked funding. After his presentation was completed Ken fielded questions from the group.

DRPT TRANSIT & RAIL UPDATE

Jitender Ramchandani presented the group with a slideshow regarding DRPT’s Transit & Rail Updates. Jitender also fielded question from the group once his presentation was completed.

SMARTWAY AND SMARTWAY CONNECTOR SERVICE UPDATE

Carl Palmer presented the group with a slideshow regarding the status of the SmartWay Bus Services. Carl also fielded question from the group once his presentation was completed.

POSSIBLE SW VA CHAPTER OF THE VA MARITIME ASSOCIATION

Wayne Strickland spoke to the group concerning the possibility of forming a SW VA Chapter of the VA Maritime Association. The group agreed that this should be an agenda item for discussion at one of our future MPO Policy Board meetings.

KEY CONSIDERATIONS FOR THE FUTURE OF TRANSPORTATION

Andy Alden presented the group with a slideshow presentation regarding key consideration for the future of Transportation then fielded questions from the group on the topic.

MEMBER CONCERNS

There were no member concerns discussed.

ADJOURNMENT

There being no further agenda items to discuss, Craig adjourned the meeting at 3:25 PM.

Attest: _____

F. Craig Meadows, Chairman