

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

Minutes

May 17, 2017

MEMBERS

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

OTHERS

PRESENT:	Steve Mouras	-Guest
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DECLARATION OF QUORUM AND CALL TO ORDER

Chairman Craig Meadows declared a quorum and called the meeting to order at 2 P.M.

APPROVAL OF AGENDA

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

On a motion by Mike Barber seconded by Bruce Brown and carried unanimously, the proposed meeting agenda was approved.

APPROVAL OF MINUTES OF NOVEMBER 3, 2016 MEETING

Craig next asked for comments on or corrections to the meeting minutes from the November 3, 2016 Policy Board meeting. Hearing none he then called for a motion to approve the minutes.

On a motion by Mike Barber seconded by Bruce Brown and carried unanimously, the minutes dated November 3, 2016 were approved.

PUBLIC ADDRESS

There were no citizens wishing to address the group.

OLD BUSINESS

There were no items of old business to discuss.

NEW BUSINESS

A. Recognition of Steve Mouras for his service on the MPO

Craig remarked that Steve is an original member of the MPO who has served on the Policy Board since the MPO was formed in 2003 and has been very instrumental in many of the accomplishments of the MPO during his tenure. Steve however has recently retired from VA Tech and will no longer be serving on the MPO therefore we would like to recognize his service with a resolution of appreciation.

Craig then read aloud the resolution of appreciation and called for a motion on the resolution. Mike Barber moved for acceptance and Bruce Brown provided the second. Craig then called for a vote and the resolution carried unanimously.

Craig congratulated Steve and presented him with a service award plaque. Steve followed with brief comments on the MPO and his enjoyment during the years and that he was honored to be a participant. The resolution follows in its entirety:

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

RESOLUTION OF APPRECIATION

Steve Mouras

May 17, 2017

AT A REGULAR MEETING OF THE NEW RIVER VALLEY METROPOLITAN PLANNING ORGANIZATION HELD ON THE 17TH DAY OF MAY, 2017 AT 2:00 PM IN THE COUNTY ADMINISTRATION MEETING ROOM OF THE MONTGOMERY COUNTY GOVERNMENT CENTER:

On a motion by Mike Barber, seconded by Bruce Brown and carried unanimously,

WHEREAS, Steve Mouras has served the New River Valley Metropolitan Planning Organization with dedication and integrity since the MPO was formed in 2003; and

WHEREAS, the New River Valley Metropolitan Planning Organization recognizes and appreciates his years of service, hard work, and dedication to the MPO.

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the New River Valley Metropolitan Planning Organization hereby extends a unanimous vote of appreciation and gratitude to **Steve Mouras** for his outstanding professional public service and dedication to the MPO and gives their best wishes for continued success in all his future endeavors.

BE IT FURTHER RESOLVED, that the original of this resolution be presented to **Steve Mouras** as a testimonial of the high esteem and appreciation in which he is regarded by the New River Valley Metropolitan Planning Organization Policy Board and that a copy be a part of the official minutes of the New River Valley Metropolitan Planning Organization.

Attest: _____
F. Craig Meadows, Chairman

B. Approval of 2017-18 Unified Planning Work Program (UPWP)

Dan explained that this document represents our normal budget for the upcoming year and that there are few changes in this year's UPWP from that of last year. There is an increase in funding from the Federal Highways and a small decrease in funding from Federal Transit. The TAC has approved the draft version and it was advertised for comment and only one response was received. The comment was from the Army Corp of Engineers and it is more appropriate to our Long Range Plan and is included therein. The TAC recommends approval of the draft UPWP and its associated resolutions which also must be acted upon annually. There are a number of supporting resolutions that need to be approved as well.

Craig then suggested adopting all the resolutions as a group. Mike Barber made a motion that the draft UPWP and its associated resolutions be approved as a group and Bruce Brown seconded the motion. A vote was taken and the group of resolutions carried unanimously. The resolutions follow in their entirety:

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

May 17, 2017

Resolution approving the NRV MPO FY 2017-18 Unified Planning Work Program

On a motion by Mike Barber seconded by Bruce Brown and carried unanimously,

WHEREAS, the 2017-18 Unified Planning Work Program (UPWP) will serve as the basis for all Federal (FHWA, FTA) funding participation and will be included in all requests for transportation planning funds, and

WHEREAS, the UPWP details all transportation and transportation related planning activities anticipated in the upcoming fiscal year; and

WHEREAS, the Request for Comment was advertised in The Roanoke Times, The News Journal, and News Messenger for thirty days; and

WHEREAS, Comments were also solicited from the MPO Email list, the MPO Interested Parties, and the Governmental Regulatory Agencies; and

WHEREAS, one comment was received and given due consideration, and

WHEREAS, the Technical Advisory Committee recommends approval.

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization Policy Board hereby approves the FY 2017-18 Unified Planning Work Program and authorizes the Executive Director to make any administrative changes as requested by the Federal Highway Administration, Federal Transit Administration, VDRPT, or VDoT.

F. Craig Meadows, Chairman

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

May 17, 2017

Designation Resolution

On a motion by Mike Barber, seconded by Bruce Brown and carried unanimously,

BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization authorizes the New River Valley Metropolitan Planning Organization Policy Board Chairperson to authorize the Town of Blacksburg and City of Radford as the designated recipients for the receipt and eligible use of available FTA and VDRPT Operating and Capital Funds.

Certification

The undersigned duly qualified and acting as authored officials of the New River Valley Metropolitan Planning Organization certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Policy Board of the New River Valley Metropolitan Planning Organization on May 17, 2017.

F. Craig Meadows, Chairman

J. Dan Brugh, Executive Director

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

May 17, 2017

Planning Grant Resolution

On a motion by Mike Barber, seconded by Bruce Brown and carried unanimously,

WHEREAS, the New River Valley Metropolitan Planning Organization anticipates receipt of Fiscal Year 2017 Federal Transit Administration (FTA) Section 5303 Planning and Technical Studies Grant;

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization authorizes the New River Valley Metropolitan Planning Organization Executive Director to procure and contract for the receipt and eligible use of the FTA Section 5303 grant funds that may be received by the New River Valley Metropolitan Planning Organization, noting that the City of Radford, the Towns of Blacksburg and Christiansburg, and Counties of Montgomery and Pulaski will commit the equal funding of the local match for the aforementioned grant.

BE IT FURTHER RESOLVED, that the New River Valley Metropolitan Planning Organization authorizes the Metropolitan Planning Organization Executive Director to submit a FTA Section 5303 grant application and to contract with the Virginia Department of Rail and Public Transportation for the receipt of said FTA funds as is necessary; and including the compliance with applicable laws, regulations, guidelines, and assurances of the United States and the Commonwealth of Virginia, and for the state portions of the matching funds as necessary.

Certification

The undersigned duly qualified and acting as authorized officials of the New River Valley Metropolitan Planning Organization certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Policy Board of the New River Valley Metropolitan Planning Organization on May 17, 2017.

F. Craig Meadows, Chairman

J. Dan Brugh, Executive Director

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

May 17, 2017

Resolution authorizing the filing of an application with the Virginia Department of Rail and Public Transportation, for grants of federal funds under the Federal Transit Act Section 5303 program and state matching funds.

On a motion by Mike Barber, seconded by Bruce Brown and carried unanimously,

WHEREAS, the contract for financial assistance will impose certain obligations upon this Body, including the provision of the local funds to support project costs; and

WHEREAS, a recipient of Federal Transit Administration Funding is required to provide certifications and assurances that all pertinent Federal statutes, regulations, executive orders and directives will be obeyed and it is the intent of this Body to comply fully with all required certifications and assurances; and

WHEREAS, it is the goal of this Body that minority business enterprises (disadvantaged business enterprise and Women business enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services:

NOW THEREFORE, BE IT RESOLVED BY THE NEW RIVER VALLEY METROPOLITAN PLANNING ORGANIZATION,

1. That the Chairperson of the Policy Board is authorized to prepare and file an application on behalf of New River Valley Metropolitan Planning Organization with the Virginia Department of Rail and Public Transportation for federal and state financial assistance under the Federal Transit Administration Section 5303 Program and State Aid Program.
2. That the Chairperson of the Policy Board is authorized to execute and file with such application all necessary certifications and assurance or any other document required by Virginia Department of Rail and Public Transportation in connection with the application or the project.
3. That the Chairperson of the Policy Board is authorized to set forth and execute Minority business enterprise (disadvantaged enterprise business and woman enterprise) policies and procedures in connection with procurements under this project.

4. That the Chairperson of the Policy Board is authorized to execute a grant agreement on behalf of the New River Valley Metropolitan Planning Organization, with the Virginia Department of Rail and Public Transportation to aid in the financing of the project.
5. That the Chairperson of the Policy Board hereby certifies that the local share of the project costs identified in the application shall be made available to the project from resources available to this Body.

The undersigned duly qualified Executive Director of the New River Valley Metropolitan Planning Organization Policy Board certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the New River Valley Metropolitan Planning Organization held on May 17, 2017.

J. Dan Brugh, Executive Director

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

May 17, 2017

Resolution to authorize the Executive Director/ Chairman to execute annual FTA Certifications and Assurances.

On a motion by Mike Barber, seconded by Bruce Brown and carried unanimously,

WHEREAS, the MPO receives funding from FTA for expenditures made for MPO activities; and

WHEREAS, the MPO needs to annually certify that the MPO is adhering to all Federal Regulations.

NOW, THEREFORE, BE IT RESOLVED, the MPO Policy Board authorizes the Executive Director/Chairman to execute the annual Certifications and Assurances for FTA.

F. Craig Meadows, Chairman

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

May 17, 2017

Resolution to authorize the Executive Director/ Chairman to execute annual agreements with VDoT, VDRPT, and Montgomery County

On a motion by Mike Barber, seconded by Bruce Brown and carried unanimously,

WHEREAS, the MPO receives funding from VDoT for expenditures made for MPO activities; and

WHEREAS, the Policy Board has approved the Unified Planning Work Program (UPWP) for 2016-17; and

WHEREAS, an agreement needs to be executed for expenditure of these funds.

NOW, THEREFORE, BE IT RESOLVED, the MPO Policy Board authorizes the Executive Director/Chairman to execute agreements with VDoT, VDRPT, and Montgomery County as fiscal agent, subject to approval by Montgomery County, the Montgomery County Attorney, the MPO Chairman and the MPO Executive Director.

F. Craig Meadows, Chairman

C. Approval of Amendment # 4 to the 2015-18 Transportation Improvement Program (TIP)

Dan reported that DRPT recently requested this amendment to the 2015-18 TIP in order for them to allocate additional funds to Blacksburg Transit for ITS assessment and implementation use.

Craig called for a motion on the resolution and Mike Barber moved to approve with Anne McClung providing the second. Craig then called for a vote and the resolution carried unanimously. The resolution follows in its entirety:

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

May 17, 2017

Resolution Approving Amendment #4 for the 2015-18 TIP

On a motion by Mike Barber, seconded by Anne McClung 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 and this additional funding needs to be included in the MPO TIP, and

WHEREAS, Amendment #4 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 New River Valley Metropolitan Planning Organization approves Amendment # 4 to the 2015-18 TIP.

F. Craig Meadows, Chairman

D. Approval of the 2018-21 Transportation Improvement Program (TIP)

Dan reported that this is the new, updated version of the 2015-18 TIP for use in 2018-21. We are adopting this update a little quicker than we have done in the past since VDOT needed it finalized so that they could complete their statewide TIP submission earlier. Most of the funding of the projects is what we foresee right now from VDOT and DRPT pertinent to what projects they are going to fund between 2018 and 2021. The MPO will do amendments and adjustments as needed.

The TAC has approved the draft version and it was advertised for comment in the local newspapers, by email to our distribution lists and on our website with no comments received. The TAC recommends approval of the draft 2018-21 TIP. There is also an accompanying resolution for our Self Certification Statement. This document goes to VDOT and the Federal Highways and basically certifies the same items we just did for the UPWP.

At the end of Dan's report Bruce Brown asked for an edit to the draft document to add verbiage to page nine stating that the City Manager of the City of Radford is authorized to seek federal and state funding to support transit services on behalf of the NRV MPO. It was agreed to make this edit to the draft document.

Anne McClung also pointed out an incorrect date on the suggested resolution which was corrected as well.

Craig asked for further comments or corrections to the document, hearing none he called for a motion on the suggested resolution with the above mentioned corrections to the resolution and draft document. Mike Barber moved for acceptance and Bruce Brown supplied the second. Craig then called for a vote and approval was unanimous. The resolution and Self Certification Statement follow in their entirety:

New River Valley Metropolitan Planning Organization

May 17, 2017

Resolution Approving the FY18-21 TIP

On a motion by Mike Barber, seconded by Bruce Brown and carried unanimously,

WHEREAS, a draft of the Transportation Improvement Program has been prepared by the New River Valley Metropolitan Planning Organization of proposed transportation improvements for fiscal years 2018 thru 2021; and

WHEREAS, inclusion of transportation projects in the Transportation Improvement Program is a condition of federal participation in the funding of that project; and

WHEREAS, an approved Transportation Improvement Program is required to be submitted to the Virginia Department of Transportation for inclusion in the State Transportation Improvement Program; and

WHEREAS, the draft Transportation Improvement Program has been advertised for public comment and posted on the MPO website and no comments were received; and

WHEREAS, the draft FY2018-21 TIP has been sent to the MPO Interested Parties and Governmental Regulatory Agencies and no comments were received; and

WHEREAS, the Technical Advisory Committee has reviewed this document and has recommended that the New River Valley Metropolitan Planning Organization approve the Transportation Improvement Program for inclusion in the State Transportation Improvement Program.

THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization does hereby approve the FY2018-2021 Transportation Improvement Program.

Attest: _____
F. Craig Meadows Chairman

**New River Valley
Metropolitan Planning Organization
755 Roanoke Street, Suite 2I
Christiansburg, VA 24073**

**METROPOLITAN TRANSPORTATION PLANNING PROCESS
SELF-CERTIFICATION STATEMENT**

In accordance with 23 CFR 450.336, the Virginia Department of Transportation and the New River Valley Metropolitan Planning Organization for the Blacksburg urbanized area hereby certify that the transportation planning process is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR part 450 Subpart C (Metropolitan Planning);
- (2) In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93 (Conformity Determination);
- (3) Title VI of Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1), 49 CFR part 21;
- (4) 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST ACT (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects (DBE Involvement);
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of Title 23, U.S.C., regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities

New River Valley MPO

Virginia Department of Transportation

Signature

Signature

Title

Title

Date

Date

E. Appointment of a Representative to the SmartWay Advisory Committee

Dan reported that the MPO requires that there be an advisory committee for any changes to schedules, stops, etc., made to the SmartWay Bus services with their recommendations then being submitted to the MPO for final approval. Voting membership of the SmartWay Advisory Committee is made up of two members from the New River Valley and two members for the Roanoke Valley and the recent retirement of Steve Mouras has caused the need to appoint a replacement from the NRV. Also for future consideration is the impending retirement of Mayor Rordam from Blacksburg which will again cause the need to appoint a replacement from the NRV by the end of this year. At this time we need a replacement for Steve who formerly represented VA Tech on the advisory committee. One of the reasons that the MPO desires that one NRV member be from VA Tech is the fact that 56% of the funding for the local share of the SmartWay for the NRV is paid by VA Tech due to the NRV ridership numbers generated from VA Tech. The remaining 44% of the local share is split between Blacksburg, Christiansburg and Montgomery County. There will be a meeting of the advisory committee in August to discuss how the SmartWay service will tie into the passenger rail service when it begins in Roanoke so it would be good to have a replacement for Steve prior to the meeting.

Craig commented that a recent discussion with Jason Soileau who took over Steve's place on the Policy Board revealed that he would not be able to serve on the advisory committee however Jason did recommend Jeri Baker for the appointment.

Jeri was present and explained to the group that her position at VA Tech is that of Director of Parking and Transportation so her responsibilities would dovetail nicely with the role of the advisory committee.

At this point Mike Barber made a motion for approval and Joe Guthrie provided the second. Craig called for a vote and the approval of the appointment was unanimous.

EXECUTIVE DIRECTOR REPORT

Craig explained that there were several informational items under the Executive Director's Report that were covered in the May 4th Policy Board meeting which was recessed until today due to the lack of a quorum. These items were included in the notes from that meeting and distributed to the members via email earlier. There are no new items to report on in this meeting.

Other items

David commented that Chris McDonald, VDOT's Regional Traffic Engineer, reported via email to David that at a recent meeting concerning public traffic safety it was pointed out that twenty-one localities in the state had zero fatalities. In the Salem-Bristol area Radford, Martinsville, Salem, Bristol and Craig County were included in the group with zero fatalities.

OTHER BUSINESS

There was no other business to discuss.

NEXT SCHEDULED MEETING

Craig announced that the next scheduled meeting is June 1, 2017 at 2:00 PM in the Admin Conference Room at the Montgomery County Government Center.

ADJOURNMENT

There being no further agenda items to discuss, Craig adjourned the meeting at 2:26 PM.

Attest: _____

F. Craig Meadows, Chairman