

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

**Minutes**

**November 1, 2018**

**MEMBERS**

|                 |                  |  |
|-----------------|------------------|--|
| <b>PRESENT:</b> | Craig Meadows    | -Montgomery County                             |
|                 | Mary Biggs       | -Montgomery County                             |
|                 | Randy Wingfield  | -Town of Christiansburg                        |
|                 | Melissa Skelton  | -City of Radford                               |
|                 | Becca Askey      | -DRPT  |
|                 | Tom Fox          | -Blacksburg Transit                            |
|                 | Michael Sutphin  | -Town of Blacksburg                            |
|                 | Anne McClung     | -Town of Blacksburg                            |
|                 | Mike Dunn        | -Virginia Tech                                 |
|                 | April Williams   | -Virginia Tech                                 |
|                 | James Perkins    | -Radford University                            |
|                 | Kevin Byrd       | -NRVRC   |
|                 | Michael Gray     | -VDoT  |
|                 | Dan Brugh        | -NRV MPO                                       |
|                 | Randal Gwinn     | -Recording Secretary                           |
| <br>            |                  |  |
| <b>ABSENT:</b>  | Kevin Jones      | -FHWA  |
|                 | Joe Guthrie      | -Pulaski County                                |
|                 | Tony Cho         | -Federal Transit Administration-Region 111     |
|                 | Michael St. Jean | -VA Tech/Montgomery Regional Airport Authority |
|                 | Fritz Streff     | -New River Community College                   |
|                 | Trevor Sakry     | -Radford Transit                               |
|                 | Monica Musick    | -Pulaski Transit                               |
|                 | Ken King         | -VDoT  |
|                 | Michael Barber   | -Town of Christiansburg                        |
|                 | Jeri Baker       | -VA Tech                                       |
| <br>            |                  |  |
| <b>OTHERS</b>   |                  |  |
| <b>PRESENT:</b> | Erik Olsen       | -NRV MPO/BT                                    |
|                 | Leah Lord        | -Intern with BT                                |

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

Chairman Craig Meadows declared a quorum, and called the meeting to order at 2:05 P.M. Introduction of the participants followed.

## **APPROVAL OF AGENDA**

Craig next asked for comments on or changes to the proposed agenda and hearing none, he asked to hear a motion for approval of the agenda.

**On a motion by Mary Biggs seconded by Melissa Skelton and carried unanimously, the proposed meeting agenda was approved.**

## **APPROVAL OF MINUTES OF JULY 26, 2018 MEETING**

Craig then asked for discussion of or corrections to the meeting Minutes from the July 26, 2018 Policy Board meeting which were included in the agenda packet. Hearing none he called for a motion to approve the Minutes.

**On a motion by Mary Biggs seconded by Randy Wingfield and carried unanimously, the Minutes dated July 26, 2018 were approved.**

## **PUBLIC ADDRESS**

There were no citizens from the public seeking to address the Policy Board.

## **OLD BUSINESS**

### **Approval of the remaining Performance Measures for the MPO**

Dan reported that all MPO's must now have performance measures in accordance with federal requirements and they have the option of either developing their own or adopting those developed by the State (VDOT). Due to the complexity and expense of developing and administering their own performance measures, most MPO's are adopting the State's. We did this in November of 2017 with the State's measures for Safety which were all that had been finalized at that time. The Commonwealth Transportation Board (CTB) now has the remainder of the performance measures finalized and ready for us to adopt. We need to submit our resolution of adoption and letter of agreement to the Asset Condition and System Performance Measures set by the State to VDOT by November 15<sup>th</sup>. The TAC has reviewed these materials and recommends approval and a suggested resolution and a copy of the letter of agreement are included in the meeting materials.

Following Dan's remarks there was a brief discussion. Anne asked if the performance targets were reasonable and Mary asked what would happen if we failed to meet a goal. Michael Gray replied that the targets were deemed reasonable and if one were missed then submission to the State of an action plan for meeting that goal would be required. There will be no punitive actions

taken against the MPO for having missed a goal and VDOT would be responsible for developing the action plan, not the MPO. Michal gave an example of how a missed goal could be addressed by submitting a Smart Scale application for funding to remedy whatever issues were impeding the progress needed to meet the goal. Mike Dunn also asked how often the performance targets would get updated and Michael replied that this would occur every two years.

Discussion having ended on the topic Craig asked to hear a motion on the suggested resolution in the meeting materials.

**On a motion by Anne McClung seconded by Mary Biggs and carried unanimously, the suggested resolution approving Asset Condition and System Performance Measures for the NRV MPO was accepted and follows in its entirety:**

*New River Valley  
Metropolitan Planning Organization*

*November 1, 2018*

**Resolution Approving Asset Condition and System Performance Measures for the NRV MPO**

**On a motion by Anne McClung seconded by Mary Biggs and carried unanimously,**

WHEREAS, all MPOs are required to set performance measures by FhWA, and

WHEREAS, MPOs can either set their own measures or adopt the performance measures set by the State, and

WHEREAS, due to the cost of setting measures and then actually measuring results, most small MPOs adopt the performance measures set by the State, and

WHEREAS, the TAC recommends approval.

NOW, THEREFORE BE IT RESOLVED that the New River Valley Metropolitan Planning Organization adopts the Asset Condition and System Performance Measures set by the State.

---

F. Craig Meadows, Chairman

The above resolution was accompanied by the following letter to Mr. Kenneth King, PE, Salem District Engineer for VDOT:

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

November 1, 2018

Kenneth King, PE  
Salem District Engineer  
Virginia Department of Transportation  
731 Harrison Avenue  
Salem, Virginia 24153-0560

Dear Ken:

The New River Valley MPO submits this letter to the Virginia Department of Transportation (VDOT) to fulfill the target setting requirements of the Federal Highway Administration's (FHWA) January 2017 final rulemakings for National Performance Measures for asset condition and system performance. This letter satisfies the federal requirement for MPOs to report targets to their respective State DOT "in a manner that is documented and mutually agreed upon by both parties" (23 CFR §§490.107(c)(1)). Documenting the targets in this letter also allows for VDOT to provide MPO targets to FHWA, upon request, satisfying a reporting requirement of State DOTs (23 CFR §§490.105(f)(9)).

In accordance with 23 CFR §§490.105 and 490.107, targets for twelve federally mandated asset condition and system performance measures must be established and reported to FHWA every four years, beginning in 2018. Federal regulations require both State Departments of Transportation and Metropolitan Planning Organizations to set targets for the twelve measures (23 CFR §§490.105, 490.307, 490.407, 490.507, 490.607, 490.707, and 490.807).<sup>1</sup> The rule requires MPOs to establish targets by either (1) "agreeing to plan and program projects so that they contribute toward the accomplishment of the relevant State DOT target" or (2) "committing to a quantifiable target for that performance measure for their metropolitan planning area" (23 CFR §§490.105(f)(3)). By supporting any of the VDOT targets, we agree to plan and program projects to contribute toward achieving the State target.

---

<sup>1</sup> The performance measures for peak hour excessive delay, non-single occupancy vehicle use, and emission reductions are only required in the Washington, DC-MD-VA urbanized area, which is represented by the Metropolitan Washington Council of Government.

### Asset Condition Methodology Summary

|   | VDOT                                | MPO                      | If MPO, please describe the methodology |
|---|-------------------------------------|--------------------------|---|
| Percentage of Pavement in Good Condition (Interstate)             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| Percentage of Pavement in Poor Condition (Interstate)             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| Percentage of Pavement in Good Condition (Non-Interstate NHS)     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| Percentage of Pavement in Poor Condition (Non-Interstate NHS)     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| Percentage of Deck Area of Bridges in Good Condition (NBI on NHS) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| Percentage of Deck Area of Bridges in Poor Condition (NBI on NHS) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |

### System Performance Methodology Summary

|  | VDOT                                | MPO                      | If MPO, please describe the methodology |
|--|-------------------------------------|--------------------------|---|
| Percentage of Person-Miles Traveled that are Reliable (Interstate)         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| Percentage of Person-Miles Traveled that are Reliable (Non-Interstate NHS) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| Truck Travel Time Reliability Index  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| Percentage of Non-SOV Travel   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| Annual Hours of Peak Hour Excessive Delay per Capita                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| CMAQ Program Emissions: Total Emission Reductions for VOC                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| CMAQ Program Emissions: Total Emission Reductions for NOx                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |

### Selected Targets (default is VDOT target)

| Measure  | 4-Year Target |
|--|---------------|
| Percentage of Pavement in Good Condition (Interstate)              | 45%           |
| Percentage of Pavement in Poor Condition (Interstate)              | <3%           |
| Percentage of Pavement in Good Condition (Non-Interstate NHS)      | 55%           |
| Percentage of Pavement in Poor Condition (Non-Interstate NHS)      | <5%           |
| Percentage of Deck Area of Bridges in Good Condition (NBI on NHS)  | 33%           |
| Percentage of Deck Area of Bridges in Poor Condition (NBI on NHS)  | 3%            |
| Percentage of Person-Miles Traveled that are Reliable (Interstate) | 82%           |

|   |                          |
|---|--------------------------|
| <b>Percentage of Person-Miles Traveled that are Reliable (Non-Interstate NHS)</b> | <b>82.5%</b>             |
| <b>Truck Travel Time Reliability Index</b>  | <b>1.56</b>              |
| <b>Percentage of Non-SOV Travel</b>   | <b>37.2%</b>             |
| <b>Annual Hours of Peak Hour Excessive Delay per Capita</b>                       | <b>26.7 hours/capita</b> |
| <b>CMAQ Program Emissions: Total Emission Reductions for VOC</b>                  | <b>1.985 kg/day</b>      |
| <b>CMAQ Program Emissions: Total Emission Reductions for NOx</b>                  | <b>4.23 kg/day</b>       |

We acknowledge MPO targets are reported to VDOT and will be made available to FHWA upon request. Our targets are submitted for each performance measure within 180 days of VDOT establishing its statewide targets, which falls on November 14, 2018.

For questions or comments, please contact me at brughjd@montgomerycountyva.gov or 540-394-2145.

Respectfully,

Dan Brugh  
Executive Director

Cc: Michael Gray

## **NEW BUSINESS**

### **Approval of new Memorandum of Understanding (MOU) with the Commonwealth of Virginia**

Dan explained that our current MOU was developed in 2013 when Radford City and Pulaski County were added to the MPO. We now need to approve adoption of an updated version of the MOU which has been prepared by VDOT for use by all the MPOs in the State. The only difference between the previous MOU and the new one is the addition of Section 7 which covers Performance Based Planning which we just discussed. The TAC has reviewed the draft of the new MOU and recommends approval and a copy of the draft MOU with a suggested resolution are included in the meeting materials for consideration. If approved then the MOU document will need to be signed by Craig as the Chairman of the MPO, Dan as Executive Director of the MPO, David Ridpath as the City Manager of the City of Radford and Marc Verneil as the Town Manager of Blacksburg on behalf of the Transit Systems that are receiving Urban funding.

Michael Gray also added that VDOT rewrote the MOU such that it presented canned language that could be used by all the MPO's statewide in order to address the Federal requirement for Performance Measures in the transportation planning processes. Some MPO's did make minor changes to the wording of the document. Our version did not adopt the verbiage

Changing the name of our Technical Advisory Committee to a Transportation Technical Committee since it would have required us to change our By-Laws which the TAC did not feel was necessary.

Discussion having ended on the topic Craig asked to hear a motion on the suggested resolution in the meeting materials.

**On a motion by Randy Wingfield seconded by Michael Sutphin and carried unanimously, the suggested resolution approving a revised MOU with the State was accepted and follows in its entirety:**

**New River Valley  
Metropolitan Planning Organization  
November 1, 2018**

**Resolution approving a revised Memorandum of Understanding (MOU) with the State.**

**AT A REGULAR MEETING OF THE NEW RIVER VALLEY METROPOLITAN PLANNING ORGANIZATION HELD ON THE 1st DAY OF NOVEMBER, 2018 AT 2:00 PM IN THE COUNTY ADMINISTRATION MEETING ROOM OF THE MONTGOMERY COUNTY GOVERNMENT CENTER:**

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

**WHEREAS,** VDOT has requested to revise the current MOU to include Section 7 covering Performance Measures; and

**WHEREAS,** The TAC has reviewed the draft MOU and recommendations approval.

**NOW, THEREFORE, BE IT RESOLVED,** that the Policy Board of the New River Valley Metropolitan Planning Organization hereby approves the recommended revised MOU.

**BE IT FURTHER RESOLVED,** that the MPO Chairman and Executive Director are authorized to sign the revised MOU on behalf of the NRV MPO.

**Attest:** \_\_\_\_\_  
**Craig Meadows, Chairman**

Dan will be gathering the necessary signatures for the revised MOU and will distribute copies of the document to the necessary parties once it completed.

## **EXECUTIVE DIRECTOR'S REPORT**

### **Update on the Passenger Rail Station Study**

Kevin Byrd gave a brief report on the history and progress of the Passenger Rail Station Study. The study committee started out by gathering local input on what the station should offer and how best to program the station. A number of stations in Virginia and North Carolina were reviewed as good examples were examined with the Norfolk Virginia station being viewed as one that best aligns well with our needs. Next investigated were various equity models of ownership and methods of calculating equity using factors such as ridership, population and proximity. An RFP was issued for the services of an engineering firm to determine the orders of magnitude of cost for developing the station site. The NRV 2020 Rail group provided the \$15,000 cost of the engineering services which were provided by Hurt & Proffitt. Three detailed conceptual site designs were developed and presented at the last meeting of the study committee, with all three designs predicted to come in at \$2,000,000 or more for developing the site. Hurt & Proffitt has done an impressive amount of work on these designs and actually delivered detailed engineering plans which was unexpected and they will deliver more refined designs and cost estimates at the Committee meeting on November 7<sup>th</sup>. The focus of that meeting will be selection of the preferred site design and getting consensus on the equity models of ownership. The study should be completed soon and a report will be generated for the Policy Board to review and hopefully approve for use. The next step which is getting the \$350,000 Rail Traffic Control & Modeling Study done by the Norfolk Southern consultants, which was requested by the NRV MPO and approved by VDRPT.

### **VDOT update**

Michael Gray spoke briefly on the progress of the I-81 Corridor Improvement Plan. The third and final meeting was held in Roanoke October 25<sup>th</sup> and had a good turnout and all of the information gathered in the three meetings is available for review on the CTB's website. VDOT is still in the process of refining the recommended improvements to insure there is no duplication in the projected costs. Once this fine tuning is done a draft plan report will be finalized and delivered by the members of the study team and the CTB to the General Assembly in December. Comments can still be submitted so if you have more please send them to Ben Mannell or me as soon as possible so that they get included.

### **Update on MPO Traffic Model for the Long Range Plan**

Dan Brugh reported that VDOT and a consultant that they hired had been working on a traffic model for use in the update to the Long Range Plan which we are required to have done by 2020 in order to extend the plan out to 2045. The consultant thought that the work on the update was completed however it has been discovered that the update did not use the correct number for students living off campus in Blacksburg. They show only 3,000 to 4,000 students living off campus which is inaccurate and will have a negative influence on any planning decisions having to do with Blacksburg. There are currently approximately 23,000 students out of a total of 32,000 living off campus. To complicate matters, the employee who did this work for the consultant has since left their employ and we don't know if anyone is working to resolve this issue with the

update. The consultant was sent the correct information three weeks ago but we have not heard anything back. There will be more to follow on this once we hear from the consultant.

### **Update on MPO Smart Scale Projects**

Dan commented that all the MPO's projects have all been submitted and a few adjustments have been made to them however nothing else needs to be done by the MPO.

Michael Gray commented that the submissions actually are validated by the District and then they proceed through reviews by three other groups so passing the District level does not necessarily mean that a given submission will pass the other levels. In addition, we have to wait until a submission completes the review process through all four levels in order to find out if it was screened out for some reason.

Right now we are still going through the validation process at the District and Carol Linkenhoker has been working with the Central office staff to complete the review of forty-nine projects within the District. This work is being done with an online application which unfortunately has been very problematic, however Carol is very close to finishing the District level project reviews. The other groups are already beginning their review of the submissions that Carol has finished and once all reviews are completed the scores will be published when they go to the CTB in January 2019. Once the scores are available the MPO's can then have discussions with their respective CTB members asking them to support their projects during the final scoring process. Following Michael's comments there was a brief discussion by Dan, Craig and Becca about a request that Dan received by email asking for transit ridership numbers at the Exit 114 Park & Ride. Dan explained that there is no Park & Ride at that location although funding for one has been requested through Smart Scale. Craig also asked about the I-81 project map displayed at this year's six-year plan hearing as there were zero scores displayed for the two ramps at Exit 114 going down to Rt. 8. Becca explained that the request for transit ridership is being driven by the desire to do ridership forecasts for use in scoring the project. If there is no transit data, then it isn't an issue to be concerned with as the project will still get scored as a Park & Ride only without any Transit benefit and the validation of the project will not be effected.

### **Bikeshare Update**

Erik reported that the Bikeshare system was launched July 21<sup>st</sup> and has been doing well with over 1300 people having signed up for memberships. To date there have been 4200 trips and 10,000 miles have been ridden on the bikes.

Reviewing the ridership data reveals that weekday ridership differs significantly from that on the weekends. Weekdays average 40 trips a day of about 20 minutes duration and covering about a mile and a half. It is believed that these trips are probably occurring on campus or from campus going downtown and back. In Christiansburg the trips are probably riders going out and back on a short ride. Weekend trips usually average 70 trips per day of 40 minutes duration and covering about five miles, these are probably recreational trips between Christiansburg and Blacksburg on the Huckleberry Trail. This ridership data is monitored daily and a monthly report is prepared by the local Gotcha representative. Current focus is looking at optimizing the current system,

developing sponsorships, and possibly expanding next fall. We are still meeting monthly but hoping to go quarterly soon. Dan added that he and Erik recently met with Josh Neese from Radford University and the University has expressed interest in the Bikeshare program. The University will be exploring this topic with the City of Radford. This could lead to an extension of the NRV Roam system or a completely separate system. There will be more to follow on this. Erik will be working with the University and will keep us updated as discussions progress.

### **Other items**

Erik also reported on the progress of the Transportation Development Plans. Official TDP reports for BT, RT and PT were received on September 30<sup>th</sup> and are now beginning to be reviewed with Erik focusing first on the BT TDP. These TDP's will also be reviewed by the TAC prior to disseminating them more widely sometime next spring. DRPT requires that the governing boards for each transit agency pass a resolution adopting their plans. This does not mean that the boards have to be 100% in agreement with the contents of the plans, instead the purpose is to show acknowledgement that they were done as required by DRPT. In the past these plans were developed at different times by different consultants, this was the first time that all three TDP's were done simultaneously by a single consultant which worked out well. The reports have a consistent format and there are a number of comments about coordination between the transit agencies in the reports as well. There will be more to follow on this as the reviews progress. Dan asked Melissa for an ETA on Radford's review of the Radford Transit TDP and she replied it would probably be January or February before it is completed.

### **OTHER BUSINESS**

Becca commented that DRPT is starting to hold grantee workshops for those planning to apply for capital funding for transit systems, mobility programs, TDM programs, etc. If anyone will be applying for these funds for next fiscal year, please attend one of these workshops since the application process has changed significantly.

### **NEXT SCHEDULED MEETING**

The next scheduled meeting is December 6, 2018 at 2:00 PM in the Montgomery County Government Center.

### **AJOURNMENT**

There being no further agenda items to discuss, Craig asked to hear a motion to adjourn.

On a motion by Mary Biggs seconded by Melissa Skelton and carried unanimously, the meeting adjourned at 3:00 PM.

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

**F. Craig Meadows, Chairman**