

New River Valley Metropolitan Planning Organization

AGENDA

2:00 PM

November 1, 2018

- I. **DECLARATION OF A QUORUM AND CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **APPROVAL OF MINUTES OF JULY 26, 2018 MEETING ([Attachment # 1](#))**
- IV. **PUBLIC ADDRESS**

A. Each speaker is limited to five minutes with a total of thirty minutes maximum for public address.

- V. **OLD BUSINESS**

- A. **Approval of the remaining Performance Measures for the MPO**

All MPOs are required to adopt performance measures in accordance with federal requirements. MPOs can either adopt the State's measures or create their own. Most MPOs are adopting the State's measures. Our MPO adopted the State's measures for Safety at the November 2017 meeting. The remainder of the measures need to be approved now. The TAC has reviewed and recommends approval. ([Resolution and letter to VDOT are in Attachment # 2.](#))

- VI. **NEW BUSINESS**

- A. **Approval of new Memorandum of Understanding (MOU) with the Commonwealth of Virginia**

VDOT has prepared a new MOU for all MPOs in the State. The new MOU incorporates a section on Performance Measures (Article 7). There are no other changes. The TAC has reviewed and recommends approval. ([New MOU and suggested resolution is in Attachment # 3.](#))

VII. EXECUTIVE DIRECTOR'S REPORT

1. Update on Passenger Rail Station Study – Kevin Byrd
2. VDOT update – Ken King
3. Update on MPO traffic model for the Long Range Plan
4. Update on MPO Smart Scale projects
5. Bikeshare update – Erik Olsen
6. Other Items

VIII. OTHER BUSINESS

IX. NEXT MEETING

The next scheduled meeting is December 6, 2018.

X. ADJOURNMENT

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

Minutes

July 26, 2018

MEMBERS

PRESENT:	Craig Meadows	-Montgomery County
	Mary Biggs	-Montgomery County
	Randy Wingfield	-Town of Christiansburg
	Melissa Skelton	-City of Radford
	Nick Britton	-DRPT
	Tom Fox	-Blacksburg Transit
	Michael Sutphin	-Town of Blacksburg
	Kali Casper	-Town of Blacksburg
	Mike Dunn	-Virginia Tech
	Fritz Streff	-New River Community College
	Elijah Sharp	-NRVRC
	David Clarke	-VDoT
	Dan Brugh	-NRV MPO
	Randal Gwinn	-Recording Secretary

ABSENT:

Anne McClung	-Town of Blacksburg
Kevin Byrd	-NRVRC
Kevin Jones	-FHWA
Joe Guthrie	-Pulaski County
Tony Cho	-Federal Transit Administration-Region 111
Michael St. Jean	-VA Tech/Montgomery Regional Airport Authority
James Perkins	-Radford University
Trevor Sakry	-Radford Transit
Monica Musick	-Pulaski Transit
Michael Gray	-VDoT
Ken King	-VDoT
Michael Barber	-Town of Christiansburg

OTHERS

PRESENT:	Dr. Bruce Brown	-Guest
	Erik Olsen	-NRV MPO/BT
	Jeri Baker	-Virginia Tech

DECLARATION OF A QUORUM AND CALL TO ORDER

This being the meeting for the annual election of officers, Executive Director Dan Brugh declared a quorum, called the meeting to order at 2:00 P.M. and asked everyone present to introduce themselves to the group.

APPROVAL OF AGENDA

Dan presented the proposed agenda with one addendum which was added just before meeting time. The addendum seeks approval of a schedule time change and elimination of a stop on the SmartWay Bus Service for Amtrak. The MPO Policy Board has oversight of the SmartWay Services and is required to approve any schedule changes prior to their implementation.

Dan then 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 Mary Biggs seconded by Michael Sutphin and carried unanimously, the proposed meeting agenda and its addendum were approved.

APPROVAL OF MINUTES OF THE MAY 3, 2018 MEETING

Dan next asked for discussion of or corrections to the meeting Minutes from the May 3, 2018 Policy Board meeting. Hearing none he then called for a motion to approve the Minutes.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously, the Minutes dated May 3, 2018 were approved.

APPROVAL OF BYLAWS REVISION

Dan reported that at our May 3, 2018 meeting it was the consensus of the members present to change the Bylaws so that the elections of the Chair and Vice-Chair would be for two (2) year terms instead of the current one (1) year terms. In accordance with the Bylaws, that change needs to be proposed at a regular meeting and then voted on at the next meeting held. Attachment two of the meeting packet contains the Bylaws Revision and a suggested resolution.

Dan then asked for questions or discussion on the proposed change and hearing none he asked to hear a motion on the suggested resolution.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously, the resolution to change the Bylaws to increase the terms of the Chair and Vice-Chair of the MPO Policy Board to two years was approved and follows in its entirety:

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

July 26, 2018

Resolution approving an amendment to the MPO bylaws to change election of MPO Officers to two (2) years.

On a motion by Mary Biggs, seconded by Michael Sutphin and carried unanimously,

WHEREAS, the current Bylaws of the MPO require election of Officers every year; and

WHEREAS, since the MPO Policy Board meets only 4-5 times a year; and

WHEREAS, most other MPOs in the State have two (2) year terms for the Officers; and

WHEREAS, this amendment was developed at the MPO Policy Board meeting on May 3, 2018 and has met the requirement of at least 30 days before being voted on;

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the New River Valley Metropolitan Planning Organization hereby approves the recommended amendment to the MPO Bylaws to change election of Officers to two (2) years.

Attest: _____
Dan Brugh, Executive Director

ELECTION OF OFFICERS FOR 2018-2019

In accordance with the bylaws of the MPO, officers are elected for a two-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 was open to receive nominations for Chairman. No seconds are required for nominations.

Mary Biggs moved to nominate continuation of Craig Meadows for Chairman and Anne McClung as Vice Chairman.

There were no other nominations made.

Dan then asked for a motion to close nominations.

On a motion by Mary Biggs seconded by Melissa Skelton and carried unanimously, nominations for MPO Chairman and Vice Chairman were closed.

Dan then called for a vote for re-election of Craig Meadows for Chairman and Anne McClung as Vice Chairman. The vote for both was unanimously in favor, Craig will be Chairman and Anne Vice Chairman of the NRV MPO for 2018-20.

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

SELECTION OF REGULAR MEETING DATE

Selection of a regular meeting date was next discussed. Craig suggested continuing 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 all were in consensus to do so.

PUBLIC ADDRESS

There were no citizens wishing to address the group.

OLD BUSINESS - None

NEW BUSINESS

Resolution of Appreciation for Bruce Brown

Craig reported that Dr. Bruce Brown has served on the NRV MPO since the MPO expanded in 2013 to add the City of Radford and a portion of Pulaski County. With Dr. Brown's recent retirement both his term as Mayor of Radford and his appointment to the Policy Board of the MPO have come to an end. The MPO now wishes to recognize his service to further the regional goals of the NRV MPO with a resolution of appreciation. Craig then read aloud the suggested resolution included in the meeting packet and asked to hear a motion for acceptance of the resolution.

On a motion by Melissa Skelton seconded by Mary Biggs and carried unanimously, the suggested resolution of appreciation for Dr. Bruce Brown was accepted and follows in its entirety:

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

RESOLUTION OF APPRECIATION

Dr. Bruce Brown

July 26, 2018

AT A REGULAR MEETING OF THE NEW RIVER VALLEY METROPOLITAN PLANNING ORGANIZATION HELD ON THE 26th DAY OF July, 2018 AT 2:00 PM IN THE COUNTY ADMINISTRATION MEETING ROOM OF THE MONTGOMERY COUNTY GOVERNMENT CENTER:

On a motion by Melissa Skelton seconded by Mary Biggs and carried unanimously,

WHEREAS, Dr. Bruce Brown has served the New River Valley Metropolitan Planning Organization with dedication and integrity since the MPO was expanded in 2013; 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 **Dr. Bruce Brown** 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 **Dr. Bruce Brown** 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

Craig then presented Dr. Brown with an engraved plaque commemorating his years of service to the NRV MPO and congratulations on his recent retirement. Dr. Brown expressed his appreciation for having had the opportunity to serve and for the Policy Board's recognition of that service. He then wished the group well in all their future endeavors and excused himself from the meeting.

Approval of Task Order with the New River Valley Regional Commission (NRVRC) to develop the MPO update to the Constrained Long Range Transportation Plan (2045 CLRTP)

Dan reported that this item is something that we must do every five years as the FHWA requires that we have a constrained plan that extends twenty years into the future thus we extend it five years at a time. This update of the CLRTP will need to be approved by November 2020 and in order for this to be accomplished the MPO needs to begin the process this year. The NRVRC can accomplish all of the update except the traffic modelling and the MPO is working with VDOT on that item. The NRVRC has developed a task order and fee proposal; the fee is approximately \$30,000 less than if we hire an outside consultant. The TAC has reviewed the task order and fee proposal included in attachment #5 of the meeting packet and recommends approval. A recommended resolution is also included in the attachment.

Following Dan's remarks Craig asked if there were any questions and hearing none asked to hear a motion on the proposed resolution.

On a motion by Michael Sutphin seconded by Mary Biggs and carried unanimously, the suggested resolution to approve updating the NRV MPO's CLRTP was approved and follows in its entirety:

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

July 26, 2018

Resolution to approve updating the New River Valley Metropolitan Planning Organizations Constrained Long Range Transportation Plan (CLRTP) to year 2045.

On a motion by Michael Sutphin seconded by Mary Biggs and carried unanimously,

WHEREAS, the current 2040 CLRTP will need to be updated by 2020 to meet the required 20-year minimum planning requirement; and

WHEREAS, THE NEW PLAN WILL EXTEND THE CLRTP TO YEAR 2045, AND

WHEREAS, the New River Valley Regional Commission (NRVRC) has developed a task order and cost to update the CLRTP, and

WHEREAS, the funding will come from the 2018-19, 2019-20, and 2020-2021 UPWPs, and

WHEREAS, the TAC has reviewed and recommends approval.

NOW, THEREFORE BE IT RESOLVED that:

The Policy Board approves the task order to update the NRV MPO CLRTP; and

FURTHER, the NRV MPO authorizes the Executive Director to execute a contract on behalf of the NRV MPO with the New River Valley Regional Commission to accomplish this work.

Approved: _____
F. Craig Meadows, Chairman

Approval of Amendment # 2 to the 2018-2021 Transportation Improvement Program (TIP)

Dan reported that an Amendment to the 2018-2021 TIP is needed to allow Blacksburg Transit to utilize some lapsing federal funds. The Amendment has been advertised in the local newspapers and on the MPO website and sent to the governmental regulatory agencies and the MPO Interested Parties with no comments being received. The 2018-21 TIP with Amendment #2 and suggested resolution is in Attachment #6.

Tom also commented that these changes are mainly moving funds around from project to project as a result of discussions with DRPT and the FTA. The lapsing funds came about as a result of Blacksburg Transit selling some buses and having to use that funding which reduced the federal share on certain projects. The end result of this was we were left with a little extra money we were able to move around. There is no additional money involved, we are just moving some that we have left.

Following Tom's remarks Craig asked if there were any questions and hearing none asked to hear a motion on the proposed resolution.

On a motion by Randy Wingfield seconded by Kali Casper and carried unanimously, the suggested resolution to approve Amendment #2 for the 2018-21 TIP was approved and follows in its entirety:

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

July 26, 2018

Resolution Approving Amendment # 2 for the 2018-21 TIP

On a motion by Randy Wingfield seconded by Kali Casper and carried unanimously,

WHEREAS, the MPO approved the 2018-2021 Transportation Improvement Program (TIP) on May 17, 2017, and

WHEREAS, Blacksburg Transit can utilize lapsing federal funds, and

WHEREAS, Amendment # 2 was advertised for public comment, sent to the MPO email list, posted on the MPO website and sent 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 # 2 to the 2018-21 TIP.

Approved: _____
F. Craig Meadows, Chairman

Support for projects to be submitted by localities and the MPO through the Smart Scale Program

Dan reported that any projects that are submitted by the localities or by the MPO need to be endorsed by the MPO and also state that the project is identified in the MPO CL RTP or is in compliance with it. Blacksburg will be submitting 1 application, Christiansburg will be submitting 4 applications, Montgomery County will be submitting 2 applications, Pulaski County will be submitting 1 application, and the MPO will be submitting 4 applications. Dan gave a brief overview of each of the projects then submitted suggested resolutions for them. The suggested resolutions were in attachment # 7 of the meeting packet.

Following Dan's remarks Craig asked if there were any questions and hearing none he suggested moving on all twelve of the proposed resolutions as a group and asked to hear a motion to do so.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously, the suggested resolutions in support of the Smart Scale program funding applications submitted by the Localities and the MPO were approved and follow in their entirety:

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

July 26, 2018

Resolution in support of Smart Scale program funding application for the Multi Modal Transit Facility in the Town of Blacksburg.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board Smart Scale allocation procedures, local Metropolitan Planning Organization support is required for submission of a grant application; and,

WHEREAS, the Town of Blacksburg will be submitting a grant request for supplemental funding for the Multi Modal Transit Facility,

WHEREAS, this project is included in the New River Valley MPOs Constrained Long Range Transportation Plan, and

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization supports this request and requests the Commonwealth Transportation Board to approve this additional funding request for the Multi Modal Transit Facility in the Town of Blacksburg.

Approved: _____
F. Craig Meadows, Chairman

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

July 26, 2018

Resolution in support of the Smart Scale program funding application for a Connector Road from North Franklin Street (Route 460 Business) to Peppers Ferry Road (Route 114) Project in the Town of Christiansburg.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board Smart Scale procedures, local Metropolitan Planning Organization support is required in order that the Virginia Department of Transportation program Smart Scale funding and,

WHEREAS, the Connector Road will provide additional access to both residential and commercial properties as well as serve a new Park and provide accommodations for pedestrians and cyclists; and,

WHEREAS, this project addresses and complies with goals established in the New River Valley MPOs Constrained Long Range Transportation Plan, and

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization supports this request and requests the Commonwealth Transportation Board to approve funding for the Connector Road Project in the Town of Christiansburg.

Approved: _____
F. Craig Meadows, Chairman

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

July 26, 2018

Resolution in support of the Smart Scale program funding application for the extension of Parkway Drive in the Town of Christiansburg and Montgomery County.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board Smart Scale procedures, local Metropolitan Planning Organization support is required in order that the Virginia Department of Transportation program Smart Scale funding and,

WHEREAS, the Parkway Drive extension will provide additional access to land recently purchased by the Economic Development Authority to expand the Falling Branch Industrial Park as well as serve as a better access to I 81 for commuters in southern Montgomery County and Floyd County; and,

WHEREAS, this project is contained in the Vision portion of the New River Valley MPOs Constrained Long Range Transportation Plan, and

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization supports this request and requests the Commonwealth Transportation Board to approve funding for the Parkway Drive extension Project in the Town of Christiansburg.

Approved: _____
F. Craig Meadows, Chairman

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

July 26, 2018

Resolution in support of the Smart Scale program funding application for the North Franklin Street/Depot Street Intersection Improvement Project in the Town of Christiansburg.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board Smart Scale procedures, local Metropolitan Planning Organization support is required in order that the Virginia Department of Transportation program Smart Scale funding and,

WHEREAS, the North Franklin Street/Depot Street Intersection Improvement will provide improve traffic operations through a heavily travelled corridor; and,

WHEREAS, this project is compliant with and supports the goals contained in the New River Valley MPOs Constrained Long Range Transportation Plan, and

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization supports this request and requests the Commonwealth Transportation Board to approve funding for the North Franklin Street/Depot Street Intersection Improvement project in the Town of Christiansburg.

Approved: _____
F. Craig Meadows, Chairman

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

July 26, 2018

Resolution in support of the Smart Scale program funding application for the extension of Falling Branch Road Project in the Town of Christiansburg.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board Smart Scale procedures, local Metropolitan Planning Organization support is required in order that the Virginia Department of Transportation program Smart Scale funding and,

WHEREAS, the extension of Falling Branch Road will provide an access through a commercial area to a residential area and both undeveloped residential and commercial property and,

WHEREAS, the extension will provide additional access to residents and provide direct access to I 81 and Route 460, and

WHEREAS, this project is compliant with and supports the goals contained in the New River Valley MPOs Constrained Long Range Transportation Plan.

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization supports this request and requests the Commonwealth Transportation Board to approve funding for the extension of Falling Branch Road project in the Town of Christiansburg.

Approved: _____
F. Craig Meadows, Chairman

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

July 26, 2018

Resolution in support of the Smart Scale program funding application for the Peppers Ferry Road (Route 114)/Prices Fork Road (Route 685) Intersection Improvement Project in Montgomery County.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board Smart Scale procedures, local Metropolitan Planning Organization support is required in order that the Virginia Department of Transportation program Smart Scale funding and,

WHEREAS, the Peppers Ferry Road (Route 114)/Prices Fork Road (Route 685) Intersection Improvement project will provide improve traffic operations through a heavily travelled corridor; and,

WHEREAS, this project is compliant with and supports the goals contained in the New River Valley MPOs Constrained Long Range Transportation Plan and is a part of a project contained in the Vision portion of the NRV MPO Long Range Plan.

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization supports this request and requests the Commonwealth Transportation Board to approve funding for the Peppers Ferry Road (Route 114)/Prices Fork Road (Route 685) Intersection Improvement project in Montgomery County.

Approved: _____
F. Craig Meadows, Chairman

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

July 26, 2018

Resolution in support of the Smart Scale program funding application for the Route 8 Widening and Pedestrian Improvement Project in Montgomery County.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board Smart Scale procedures, local Metropolitan Planning Organization support is required in order that the Virginia Department of Transportation program Smart Scale funding and,

WHEREAS, the Route 8 Widening and Pedestrian Improvement project will provide improve traffic operations and pedestrian/bicycle access in the Riner and connect to a recently completed VDOT intersection project at Route 669 and widening already in place at Auburn High School; and,

WHEREAS, this project is compliant with and supports the goals contained in the New River Valley MPOs Constrained Long Range Transportation Plan and is a part of a project contained in the Vision portion of the NRV MPO Long Range Plan.

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization supports this request and requests the Commonwealth Transportation Board to approve funding for the Route 8 Widening and Pedestrian Improvement project in Montgomery County.

Approved: _____
F. Craig Meadows, Chairman

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

July 26, 2018

Resolution in support of the Smart Scale program funding application for the Route 11 Operational Improvement Project in Pulaski County.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board Smart Scale procedures, local Metropolitan Planning Organization support is required in order that the Virginia Department of Transportation program Smart Scale funding and,

WHEREAS the Route 11 Operational Improvement Project in will implement improvements recommended in a study conducted by the MPO in 2016; and,

WHEREAS, this project is compliant with and supports the goals contained in the New River Valley MPOs Constrained Long Range Transportation Plan.

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization supports this request and requests the Commonwealth Transportation Board to approve funding for the Route 11 Operational Improvement Project in Pulaski County.

Approved: _____
F. Craig Meadows, Chairman

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

July 26, 2018

Resolution in support of Smart Scale program funding application for the construction of a Park & Ride lot at I 81 Exit 114 in the Town of Christiansburg.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board Smart Scale allocation procedures, local Metropolitan Planning Organization support is required for submission of a grant application; and,

WHEREAS, the New River Valley MPO will be submitting a grant request for construction of a Park & Ride lot at I 81 Exit 114,

WHEREAS, this project is included in the New River Valley MPOs Constrained Long Range Transportation Plan, and

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization supports this request and requests the Commonwealth Transportation Board to approve this funding request for construction of a Park & Ride lot at I 81 Exit 114 in the Town of Christiansburg.

Approved: _____
F. Craig Meadows, Chairman

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

July 26, 2018

Resolution in support of Smart Scale program funding application for Interchange Improvements at I 81 Exit 114 in the Town of Christiansburg and Montgomery County.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board Smart Scale allocation procedures, local Metropolitan Planning Organization support is required for submission of a grant application; and,

WHEREAS, the New River Valley MPO will be submitting a grant request for Interchange Improvements at I 81 Exit 114 in the Town of Christiansburg and Montgomery County,

WHEREAS, this project is included in the New River Valley MPOs Constrained Long Range Transportation Plan, and

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization supports this request and requests the Commonwealth Transportation Board to

approve this funding request for Interchange Improvements at I 81 Exit 114 in the Town of Christiansburg and Montgomery County.

Approved: _____
F. Craig Meadows, Chairman

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

July 26, 2018

Resolution in support of Smart Scale program funding application for Ramp Improvements on the Ramp from Eastbound Route 460 to Westbound Route 460 Business (Franklin Street) in the Town of Christiansburg and Montgomery County.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board Smart Scale allocation procedures, local Metropolitan Planning Organization support is required for submission of a grant application; and,

WHEREAS, the New River Valley MPO will be submitting a grant request Ramp Improvements on the Ramp from Eastbound Route 460 to Westbound Route 460 Business (Franklin Street) in the Town of Christiansburg and Montgomery County, and

WHEREAS, this application is to construct a deceleration lane and add lighting to a previously funded Smart Scale project where these features were removed because of funding constraints, and

WHEREAS, this project is included in the New River Valley MPOs Constrained Long Range Transportation Plan, and

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization supports this request and requests the Commonwealth Transportation Board to approve this funding request for Ramp Improvements on the Ramp from Eastbound Route 460 to Westbound Route 460 Business (Franklin Street) in the Town of Christiansburg and Montgomery County.

Approved: _____
F. Craig Meadows, Chairman

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

July 26, 2018

Resolution in support of the Smart Scale program funding application for the extension of the Smart Road to I 81 in Montgomery County.

On a motion by Mary Biggs seconded by Michael Sutphin and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board Smart Scale procedures, local Metropolitan Planning Organization support is required in order that the Virginia Department of Transportation program Smart Scale funding and,

WHEREAS, two miles of the Smart Road have been constructed and have been used as a facility to test technologies that improve transportation safety and reliability; and

WHEREAS, Virginia Tech is developing a research presence in Roanoke that will significantly increase the traffic commuting between the two Valleys; and

WHEREAS, additional funding may be available from specific grant programs through the Federal Highway Administration (FhWA), particularly in the Innovation area; and

WHEREAS, the completed facility will be able to provide both a research and usable transportation facility; and

WHEREAS, this project is contained in the Vision portion of the New River Valley MPOs Constrained Long Range Transportation Plan, and

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization supports this request and requests the Commonwealth Transportation Board to fund the extension of the Smart Road to I 81 in Montgomery County.

Approved: _____
F. Craig Meadows, Chairman

Transit Funding and Reforms

Nick Britton gave the group an overview of the changes in funding and other reforms ongoing at VDRPT. Transit Funding Reform topics covered were the Commonwealth Mass Transit Fund, Statewide Transit Capital Prioritization and Recommended Prioritization Principles, Statewide

Transit Operating Funds, Urban Transit Agency Strategic Plans, and the Regional Transit Planning Process. There was a brief question and answer session after the slideshow.

Following the presentation on Transit Funding and Reforms Nick also gave a quarterly update of the ridership on the Virginia Breeze bus service which continues to far exceed initial expectations. December through March ridership was 5,139 which was 109% higher than projected and fares are covering 77% of the costs of operation.

Approval of Time Change and Stop Elimination for the SmartWay Bus

Dan reported that there have been a number of requests from riders on the SmartWay service for Amtrak to leave Blacksburg at a later time. Currently the bus departs Blacksburg at 4:35 am and arrives in Roanoke before 5:40 am, the scheduled arrival time. The train departs at 6:19 am so those boarding have a long wait to get on the train. The suggested departure time is 5:00 am from Blacksburg. In addition, this run does not attract any passengers from the Exit 140 Park & Ride lot at Exit 140. Valley Metro has reviewed this and held a public hearing on it. There were no comments received. While there is some concern that leaving later may create a problem if the bus encounters delays on the trip, Valley Metro is willing to try this new time. The SmartWay Advisory Committee reviewed this request and recommends changing the departure time to 5:00 am and eliminating the stop at the Exit 140 Park & Ride lot. The MPO must approve any schedule changes for the SmartWay Services and a suggested resolution is in attachment # 9 of the meeting packet.

Following Dan's remarks Craig asked if there were any questions and hearing none asked to hear a motion on the proposed resolution.

On a motion by Michael Sutphin seconded by Mary Biggs and carried unanimously, the suggested resolution to approve the departure time change from Blacksburg for service by the SmartWay Bus for Amtrak and elimination of the stop for this run at the Exit 140 Park & Ride lot was approved and follows in its entirety:

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

July 26, 2018

Resolution approving departure time change from Blacksburg for service by the SmartWay Bus for Amtrak and elimination of the stop for this run at the Exit 140 Park & Ride lot.

On a motion by Michael Sutphin seconded by Mary Biggs and carried unanimously,

WHEREAS, the current departure time for the SmartWay service to Amtrak from Blacksburg is 4:35 am; and

WHEREAS, the departure of Amtrak is 6:19 am and there is a considerable wait time from the time SmartWay arrives to when Amtrak departs; and

WHEREAS, riders have requested a later departure time; and

WHEREAS, there are no riders that board the bus on this run at the Exit 140 Park & Ride lot, and

WHEREAS, this has been reviewed by Valley Metro and the SmartWay Advisory Committee; and

WHEREAS, Valley Metro has held a public hearing on changing the departure time from Blacksburg to 5:00 am, and

WHEREAS, the SmartWay Advisory Committee recommends approving the change.

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the New River Valley Metropolitan Planning Organization hereby approves the change in departure time from Blacksburg from 4:35 am to 5:00 am and elimination of the stop at the Exit 140 Park & Ride lot for this run only.

Attest: _____
F. Craig Meadows, Chairman

EXECUTIVE DIRECTOR'S REPORT

David gave an update of activities ongoing at VDOT.

- VDOT personnel met in the Government Center last Tuesday with emergency management personnel from the localities along I-81 in Pulaski and Montgomery Counties to identify alternate routes for use during emergencies on I-81. The goal is to develop detour plans and designated routes along I-81 from the Pulaski/Wythe line to the Montgomery/Roanoke line. A consultant has been hired to assist in the development of the plans and there will be a public meeting in the future to display the information gathered and solicit comments and suggestions from citizens.

- VDOT is also working on the I-81 corridor plan which held a public meeting in Roanoke a couple of months ago. Trouble spots and high accident areas were identified at the meeting and now projects are being developed to address these areas. Thus far adding a northbound lane in Roanoke County between exits 141 and 143 is the only project currently scheduled,

however, VDOT has plans to do many more improvements along the I-81 corridor in the future.

- Work on two projects on Rt. 460 in the area of Blacksburg will begin soon.
- The deadline for submitting Smart Scale project applications has been extended and it is now August 8th.

Eli gave an update Passenger Rail Station Study.

- The Rail Committee met earlier this month and now has an active RFP published in the Roanoke Times for engineering services to develop up to three conceptual site plans and estimates for the station. A big unknown factor with the site is the cost of doing the earthwork so we wanted to get a better idea of the cost associated with that as we are now discussing potential expenses and cost sharing for the site. The deadline for the RFP is August 7th and the amount available for the work is up to \$15,000. The consultant will develop high level concepts and general areas of where parking areas and the building will be located, however, the big deliverable is quantities of materials and costs. The big topic of discussion in our last meeting was ownership models. Different ownership models in Virginia and a few in North Carolina were reviewed and a few of those will be examined in more detail. The Committee then discussed how to create equity in the new shared service between all of the partners involved. Fourteen different scenarios that combined three primary factors; population, projected ridership, and proximity to station were developed. The results of that effort aren't ready to distribute yet and there will be more to follow on this in the future. The Committee will not meet in August so there is time for the consultant to develop the scenarios and identify the costs to factor in for operation before we meet again.
- Dan commented that the consultant is being hired by the Regional Commission but being paid for by the Passenger Rail 2020 group.

Dan reported that we don't have any updated information from VDOT on Performance Measures at this time.

Erik reported on the progress of the Bikeshare program.

- The equipment is in place and it was launched on Saturday, July 21st. 150 trips have been completed in less than five days and with students returning to campus, those numbers will rise rapidly.
- The official kickoff event will be at 10 am next Wednesday, August 1st at the NRV Mall.
- There are 39 bikes in service, 12 stations, and 132 bike racks. There is also now a local General Manager for Roam NRV, Allen McWhirt.
- There have been 127 members sign up, 68% of those were single trips and 28% were founding members who purchased an annual membership for \$48.

OTHER BUSINESS

Randal will be cancelling the August 2nd Policy Board meeting.

INTO CLOSED MEETING – 3:12 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 Michael Sutphin seconded by Mary Biggs 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

Personnel Matter

OUT OF CLOSED MEETING – 3:22 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 Melissa Skelton seconded by Randy Wingfield and carried by a vote of seven ayes, zero nays and four 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, Mary Biggs, Kali Casper, Michael Sutphin, Randy Wingfield, Melissa Skelton, and David Clark.

NAYS: None

ABSENT DURING VOTE: Michael Barber and Joe Guthrie

ABSENT DURING MEETING: Michael Barber and Joe Guthrie

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

Based on Dan's annual performance review a one-time bonus of 3% was recommended.

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

July 26, 2018

Amendment to Employment Agreement

By Consensus of the Policy Board a one-time bonus of 3% will be awarded to Mr. Brugh for his performance for the period of July 1, 2017 through June 30, 2018.

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 26, 2018 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, \$69,740, \$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 Brugh's performance June of each calendar year.

Attest: _____
F. Craig Meadows, Chairman

NEXT SCHEDULED MEETING

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

AJOURNMENT

There being no further agenda items to discuss, Craig adjourned the meeting at 3:35 PM.

Attest: _____
F. Craig Meadows, Chairman

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).¹ 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.

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"/>	

¹ 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.

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*)

<i>Measure</i>	<i>4-Year Target</i>
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%
Percentage of Person-Miles Traveled that are Reliable (Non-Interstate NHS)	82.5%
Truck Travel Time Reliability Index	1.56
Percentage of Non-SOV Travel	37.2%
Annual Hours of Peak Hour Excessive Delay per Capita	26.7 hours/capita
CMAQ Program Emissions: Total Emission Reductions for VOC	1.985 kg/day
CMAQ Program Emissions: Total Emission Reductions for NOx	4.23 kg/day

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 River Valley
Metropolitan Planning Organization***

November 1, 2018

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

On a motion by _____ seconded by _____ 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

**MEMORANDUM OF UNDERSTANDING
ON METROPOLITAN TRANSPORTATION PLANNING RESPONSIBILITIES
FOR THE NEW RIVER VALLEY METROPOLITAN PLANNING AREA**

This agreement is made and entered into as of _____, 2018 by and between the Commonwealth of Virginia hereinafter referred to as the State, the New River Valley Metropolitan Planning Organization hereinafter referred to as the MPO, Blacksburg Transit and Radford Transit hereinafter referred to as the Public Transportation Providers, and Montgomery County serving as planning and administrative staff to the MPO, hereinafter referred to as the Staff.

WHEREAS, joint responsibilities must be met for establishing and maintaining a continuing, cooperative, and comprehensive (3-C) metropolitan transportation planning and programming process as defined and required by the United States Department of Transportation in regulations at [23 CFR 450 Subpart C](#), and

WHEREAS, the regulations at [23 CFR 450.314](#) direct that the MPO, State, and Public Transportation Provider responsibilities for carrying out the 3-C process shall be cooperatively determined and clearly identified in a written agreement.

NOW, THEREFORE, it is recognized and agreed that, as the regional transportation planning and programming authority in cooperation with the Staff, State and Public Transportation Provider, the MPO shall serve as the forum for cooperative development of the transportation planning and programming activities and products for the New River Valley metropolitan area. It is also agreed that the following articles will guide the 3-C process. Amendments to this agreement may be made by written agreement among the parties of this agreement.

**Article 1
Planning and Modeling Boundaries**

The MPO is responsible as the lead for coordinating transportation planning and programming in the New River Valley metropolitan transportation planning area (MPA) that includes the City of Radford; the Towns of Blacksburg and Christiansburg, and portions of Montgomery County and Pulaski County. A map providing a visual and itemized description of the current MPA will be included on the MPO website. It is recognized that the scope of the regional study area used with the travel demand model may extend beyond the MPA. The boundaries of the MPA shall be subject to approval of the MPO and the Governor. The MPA shall, at a minimum, cover the U.S. Bureau of the Census' designated urbanized area and the contiguous geographic area expected to become urbanized within the 20 year long range plan forecast period. The boundaries will be reviewed by the MPO and the State at least after each Census decennial update, to adjust the MPA boundaries as necessary. Planning funds shall be provided to financially support the MPO's planning activities under 23 CFR 450 and 49 CFR 613, and the latest applicable metropolitan planning funding agreement with the State for

the metropolitan planning area. All parties to this agreement shall comply with applicable state and federal requirements necessary to carry out the provisions of this agreement.

Article 2 MPO Structure & Committees

The MPO shall consist of, at a minimum, a Policy Board and a standing advisory group, the Transportation Technical Committee. The MPO shall establish and follow rules of order and record. The Policy Board and Transportation Technical Committee each shall be responsible for electing a chairman with other officers elected as deemed appropriate. These committees and their roles are described below. Redesignation of an MPO is required when an existing MPO proposes to make substantial changes on membership voting, decisionmaking authority, responsibility, or the procedure of the MPO.

(A) The Policy Board serves as the MPO's policy board, and is the chief regional authority responsible for cooperative development and approval of the core transportation planning activities and products for the urbanized region including:

- the MPO budget and Unified Planning Work Program (UPWP); and
- the performance based Constrained Long Range Transportation Plan (CLRP); and
- the performance-based Transportation Improvement Program (TIP) including all regionally significant projects regardless of their funding source; and
- the adoption of performance measure targets in accord with federal law and regulations that are applicable to the MPO metropolitan planning area; and
- the reporting of targets and performance to be used in tracking progress toward attainment of critical outcomes for the MPO region [450.314]; and
- the Public Participation Plan

The Policy Board will consider, analyze as appropriate, and reflect in the planning and programming process the improvement needs and performance of the transportation system, as well as the federal metropolitan planning factors consistent with 23 CFR 450.306. The Policy Board and the MPO will comply and certify compliance with applicable federal requirements as required by [23 CFR 450.336](#), The Policy Board and the MPO also shall comply with applicable state requirements such as, but not limited to, the Freedom of Information Act requirements which affect public bodies under the Code of Virginia at [2.2-3700 et sequel](#).

Voting membership of the Policy Board shall consist of the following representatives, designated by and representing their respective governments and agencies:

- One representative participating on behalf of the State appointed by the Commonwealth of Virginia Secretary of Transportation, and

- Locally elected officials representing each County, independent City, Town or other appropriate representation within the metropolitan transportation planning area.

The individual voting representatives may be revised from time to time as designated by the respective government or agency. State elected officials may also serve on the MPO. Nonvoting members may be added or deleted by the Policy Board through a majority of all voting members. Voting and nonvoting designated membership of the Policy Board will be identified and updated on the MPO's website with contact information.

(B) The Technical Advisory Committee provides technical review, supervision and assistance in transportation planning. Members are responsible for providing, obtaining, and validating the required latest official travel and socio-economic planning data and assumptions for the regional study area. Members are to ensure proper use of the data and assumptions by the MPO with appropriate travel forecast related models. Additional and specific responsibilities may be defined from time to time by the Policy Board. This committee consists of the designated technical staff of the Policy Board members, plus other interests deemed necessary and approved by the Policy Board. The designated voting and nonvoting membership of the Technical Advisory Committee will be updated by the Policy Board, and will be identified online with contact information.

(C) Regular Meetings – The Policy Board and Technical Advisory Committee shall each be responsible for establishing and maintaining a regular meeting schedule for carrying out respective responsibilities and to conduct official business. Meeting policies and procedures shall follow regulations set forth in 23 CFR §450.316. The regular meeting schedule of each committee shall be posted on the MPO's website and all meetings shall be open to the public. Any meetings and records concerning the business of the MPO shall comply with State Freedom of Information Act requirements.

Article 3

Unified Planning Work Program (UPWP)

Transportation planning activities anticipated within the New River Valley Metropolitan Planning Area during the next one or two-year period shall be documented and prepared annually by the Staff and the Transportation Technical Committee in accord with 23 CFR 450.308 and reviewed and endorsed by the Policy Board. Prior to the expenditure of any funds, such UPWP shall be subject to the approval of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the State for funding the activities. Any changes in transportation planning and related activities, regardless of funding source, shall be accomplished by amendments to the UPWP and adoption by the Policy Board according to the same, full procedure as the initial UPWP.

Article 4 Participation Plan

The Policy Board shall adopt and maintain a formal, written Public Participation Plan. The Participation Plan shall provide reasonable opportunity for involvement with all interested parties in carrying out the metropolitan area's transportation planning and programming process, providing reasonable opportunities for preliminary review and comment especially at key decision points. Initial or revised participation plan procedures shall undergo a minimum 45 day draft public review and comment period. The Participation Plan will be published and available on the MPO's website. The State may assist, upon request of the MPO and on a case by case basis, in the provision of documents in alternative formats to facilitate the participation of persons with limited English proficiency or visual impairment.

The MPO also shall, to the extent practicable, develop and follow documented process(es) that at least outline the roles, responsibilities and key points for consulting with adjoining MPOs, other governments and agencies and Indian Tribal or federal public lands regarding other planning activities, thereby ensuring compliance with all sections of [23 CFR 450.316](#). The process(es) shall identify procedures for circulating or providing ready access to draft documents with supporting materials that reference, summarize or detail key assumptions and facilitate agency consultations, and public review and comment as well as provide an opportunity for MPO consideration of such comments before formal adoption of a transportation plan or program.

Article 5 Inclusion and Selection of Project Recommendations

Selection of projects for inclusion into the financially Constrained Long-Range Plan (CLRP)

Recommended transportation investments and strategies to be included in the CLRP shall be determined cooperatively by the MPO, the State, and Public Transportation Provider(s). The CLRP shall be updated at least every five years, and address no less than a 20 year planning horizon. Prior to the formal adoption of a final CLRP, the MPO shall provide the public and other interested stakeholders (including any intercity bus operators) with reasonable opportunities for involvement and comment as specified in 23 CFR §450.316 and in accordance with the procedures outlined in the Participation Plan. The MPO shall demonstrate explicit consideration and response to public input received during the development of the CLRP.

Development of the Transportation Improvement Program (TIP)

The financially constrained TIP shall be developed by the MPO with assistance from the State and Public Transportation Provider(s). The TIP shall cover a minimum four year period and shall be updated at least every four years, or more

frequently as determined by the State to coincide and be compatible with the Statewide Transportation Improvement development and approval process.

The State shall assist the MPO and public transportation providers in the development of the TIP by: 1) providing the project listing, planned funding and obligations, and 2) working collaboratively to ensure consistency for incorporation into the STIP. The TIP shall include any federally funded projects as well as any projects that are regionally significant regardless of type of funding. Projects shall be included and programmed in the TIP only if they are consistent with the recommendations in the CLRP. The State and the Public Transportation Provider(s), assisted by the state, shall provide the MPO a list of project, program, or grouped obligations by year and phase for all the State and the public transportation projects to facilitate the development of the TIP document. The TIP shall include demonstration of fiscal constraint and may include additional detail or supporting information provided the minimum requirements are met. The MPO shall demonstrate explicit consideration and response to public input received during the development of the TIP.

Once the TIP is compiled and adopted by the Policy Board the MPO shall forward the approved TIP, MPO certification, and MPO TIP resolution to the State. After approval by the MPO and the Governor, the State shall incorporate the TIP, without change, into the STIP. The incorporation of the TIP into the STIP demonstrates the Governor's approval of the MPO TIP. Once complete, the STIP shall be forwarded by the State to FHWA and FTA for review and approval.

Article 6

Financial Planning and Programming, and Obligations

The State, the MPO and the Public Transportation Provider(s) are responsible for financial planning that demonstrates how metropolitan long-range transportation plans and improvement programs can be implemented consistent with principles for financial constraint. Federal requirements direct that specific provisions be agreed on for cooperatively developing and sharing information for development of financial plans to support the metropolitan transportation plan (23 CFR 450.324) and program (23 CFR 450.326), as well as the development of the annual listing of obligated projects (23 CFR 450.334).

Fiscal Constraint and Financial Forecasts

The CLRP and TIP shall be fiscally constrained pursuant to 23 CFR §450.324 and §450.326 respectively with highway, public transportation and other transportation project costs inflated to reflect the expected year of expenditure. To support the development of the financial plan for the CLRP, the State shall provide the MPO with a long-range forecast of expected state and federal transportation revenues for the metropolitan planning area. The Public Transportation Provider(s), similarly, shall provide information on the revenues expected for public transportation for the metropolitan planning area. The

financial plan shall contain system-level estimates of the costs and the revenue sources reasonably expected to be available to adequately operate and maintain the federal aid highways and public transportation. The MPO shall review the forecast and add any local or private funding sources reasonably expected to be available during the planning horizon. Recommendations on any alternative financing strategies to fund the projects and programs in the transportation plan shall be identified and included in the plan. In the case of new funding sources, strategies for ensuring their availability shall be identified and documented. If a revenue source is subsequently found removed or substantially reduced (i.e., by legislative or administrative actions) the MPO will not act on a full update or amended CLRP and/or TIP that does not reflect the changed revenue situation.

Annual Obligation Report

Within 90 days after the close of the federal fiscal year the State and the Public Transportation Provider(s) shall provide the MPO with information for an Annual Obligation Report (AOR). This report shall contain a listing of projects for which federal highway and/or transit funds were obligated in the preceding program year. It shall include all federally funded projects authorized or revised to increase obligations in the preceding program year, and at a minimum include TIP project description and implementing agency information and identify, for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years. The MPO shall publish the AOR in accordance with the MPO's public participation plan criteria for the TIP.

Article 7

Performance-Based Metropolitan Planning Process Responsibilities

The MPO

The MPO, in cooperation with the State and Public Transportation Provider(s), shall establish and use a performance-based approach in carrying out the region's metropolitan transportation planning process consistent with 23 CFR 450.306, and 23 CFR 490. The MPO shall integrate into the metropolitan transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in applicable transportation plans and transportation processes, as well as any plans developed under 49 U.S.C. Chapter 53 by providers of public transportation required as part of a performance-based program. The MPO shall properly plan, administratively account for and document the MPO's performance based planning activities in the MPO UPWP.

The MPO shall develop, establish and update the federally required transportation performance targets that apply for the MPO metropolitan planning area in coordination with the State(s) and the Public Transportation Provider(s) to the maximum extent practicable. The Policy Board shall adopt federal targets of

the MPO after reasonable opportunity for and consideration of public review and comment, and not later than 180 days after the date on which the relevant State(s) and Public Transportation Provider(s) establish or update the Statewide and Public Transportation Provider(s) performance targets, respectively. No later than 21 days of the MPO deadline for the selection of new or updated targets, for each federally required performance measure, the MPO shall formally notify the State(s) and Public Transit Provider(s) of whether the MPO: 1) has selected “to contribute toward the accomplishment” of the statewide target selected by the state, or 2) has identified and committed to meet a specific quantitative target selected by the public transportation provider(s) or the MPO for use in the MPO’s planning area of Virginia.

In the event that a Virginia MPO chooses to establish a MPO-specific federal highway or transit performance measure quantitative target, then the Virginia MPO shall be responsible for its own performance baseline and outcome analyses, and for the development and submittal of special report(s) to the State for the MPO-specific highway and/or transit performance measure(s). Reports from the Virginia MPOs that choose their own MPO-specific highway or transit target(s) will be due to the State no later than 21 days from the date that the MPO is federally required to establish its performance target for an upcoming performance period. The special report(s) for each new or updated MPO-specific highway target shall be sent from the Virginia MPO to the VDOT Construction District Engineer. The special report(s) for each new or updated MPO-specific transit target shall be sent from the Virginia MPO to the Department of Rail and Public Transportation. The special report(s) shall include summary documentation on the performance analyses calculation methods, baseline conditions, quantitative target(s), and applicable outcome(s) regarding the latest performance period for the MPO-specific performance measure(s). For the Virginia MPOs which agree to plan and program projects “to contribute toward the accomplishment” of each of the statewide performance measure targets, the State will conduct the performance analyses for the MPO’s metropolitan planning area in Virginia and provide online summaries for each measure such that no special report to the State will be due from these MPOs.

If a Virginia MPO chooses to contribute to achieving the statewide performance target, the MPO shall, at minimum, refer to the latest performance measure analyses and summary information provided by the State, including information that was compiled and provided by the State on the metropolitan planning area’s performance to inform the development of appropriate performance targets. The MPO may use State performance measures information and targets to update the required performance status reports and discussions associated with each MPO CLRP and/or TIP update or non-administrative modification. The MPO’s transportation performance targets, recent performance history and status will be identified and considered by the MPO’s Policy Board in the development of the MPO CLRP with its accompanying systems performance report required per 23 CFR 450.324, as well as in the development of the TIP with its accompanying

description of the anticipated effect of the TIP toward achieving the performance targets, linking their TIP investment priorities to the performance targets as required per 23 CFR 450.326. The MPO CLRP and its accompanying systems performance report, and/or the MPO TIP and its accompanying description of the anticipated effect of the TIP, shall directly discuss or reference the latest State performance measure status information available and posted online by the State regarding the metropolitan planning area at the time of the MPO's Technical Committee recommendation of the draft MPO long range plan or draft TIP.

The State

Distinct from the roles of the metropolitan Public Transportation Provider(s) with federal performance measures on transit (transit is the subject of the next section), the State is the lead party responsible for continuous highway travel data measurement and collection. The State shall measure, collect highway data and provide highway field data for use in federal highway related performance measure analyses to inform the development of appropriate federal performance targets and performance status reports. MPO information from MPO-specific data analyses and reports might not be incorporated, referenced or featured in computations in the Virginia statewide performance data analyses or reports. The State shall provide highway analyses for recommending targets and reporting on the latest performance history and status not only on a statewide basis but also on the Virginia portions of each of Virginia's MPO metropolitan planning areas, as applicable. The findings of the State's highway performance analyses will inform the development or update of statewide targets.

Information regarding proposed statewide targets for highway safety and non-safety federal performance measures will be presented to the Commonwealth Transportation Board (CTB) at the CTB's public meetings and related documents, including, but not limited to, presentations and resolutions, will be made publicly available on the CTB website. The MPO and Public Transportation Provider(s) shall ensure that they inform the State of any special data or factors that should be considered by the State in the recommendation and setting of the statewide performance targets.

All statewide highway safety targets and performance reports are annually due from the State to FHWA beginning August 31, 2017 and each year thereafter. The MPO shall report their adopted annual safety performance targets to the State for the next calendar year within 180 days from August 31st each year. The statewide highway non-safety performance two and/or four year targets are due for establishment from the State initially no later than May 20, 2018 for use with the state biennial baseline report that is due by October 1, 2018. The subsequent state biennial report, a mid-period report for reviews and possible target adjustments, is due by October 1, 2020. Thereafter, State biennial updates are cyclically due by October 1st of even numbered years with a baseline report to be followed in two years by a mid-period report. Using information cooperatively compiled from the MPOs, the State and the Public Transportation Providers, the

State shall make publicly available the latest statewide and (each) MPO metropolitan planning area's federally required performance measure targets, and corresponding performance history and status.

The Public Transportation Provider(s)

For the metropolitan areas, public transportation providers are the lead parties responsible for continuous public transit data measurement and collection, establishing and annually updating federal performance measure targets for the metropolitan transit asset management and public transportation agency safety measures under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d), respectively, as well as for updates that report on the public transit performance history and status. The selection of the performance targets that address performance measures described in 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d) shall be coordinated, to the maximum extent practicable, between the MPO, the State and Public Transportation Provider(s) to ensure consistency with the performance targets that public transportation providers establish under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d). Information from the Public Transportation Provider(s) on new or updated public transit asset management and safety performance targets, and data-reports on the public transit performance history and status relative to the targets is necessary for use and reference by the affected State(s) and the MPO(s). The Public Transportation Provider(s) that receive federal funds shall annually update and submit their transit asset management targets and data-reports to the FTA's National Transit Database consistent with FTA's deadlines based upon the applicable Public Transportation Provider's fiscal year. These Public Transportation Provider(s) shall notify, and share their information on their targets and data-reports electronically with the affected State(s) and MPO(s) at the time that they share the annual information with FTA, and coordinate as necessary so that the MPO(s) shall establish and/or update their MPO transit target(s) no later than 180 days thereafter.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first written above.

Chairman
New River Valley
Metropolitan Planning Organization

WITNESS BY _____
DATE _____

Secretary of Transportation
Commonwealth of Virginia

WITNESS BY _____
DATE _____

City Manager
City of Radford for Radford Transit

WITNESS BY _____
DATE _____

Town Manager
Town of Blacksburg for Blacksburg Transit

WITNESS BY _____
DATE _____

Executive Director
Montgomery County

WITNESS BY _____
DATE _____

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

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 _____, seconded by _____ 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