

**New River Valley Passenger Rail Station Authority
Minutes**

November 30, 2022

10:00am

Pulaski County Innovation Center – New River Room

Attendees: Ricky McCoy, Giles County; Jonathan Sweet, Pulaski County; Sherri Blevins and Craig Meadows, Montgomery County; Jerry Ford and Larry Spencer, Town of Blacksburg; Mike Barber and Randy Wingfield, Christiansburg; Shannon Collins, Town of Pulaski; David Horton and David Ridpath, City of Radford; Angela Joyner and Laura Quesenberry, Radford University; Lysay Belshe, Virginia Tech; Kevin Byrd, New River Valley Regional Commission; Reid Broughton, Sands Anderson PC.

Absent: Dirk Compton, Pulaski County; Chris Kiwus, Virginia Tech; Darlene Burcham, Town of Pulaski

I. Welcome and Introductions

Kevin Byrd called the meeting to order at 10:02am since a chairperson has not been determined by the board. The attendees introduced themselves and the local government or higher education institution they are representing.

II. Document Library – Content and Access

The group reviewed access to the Google Drive folder and the contents to anticipate being hosted to include minutes, agendas, presentations, and policies.

III. Minutes from September 28, 2022

Motion: Mr. Ridpath moved for approval of the September 28th minutes.

Ms. Belshe seconded the motion.

Discussion: None

Action: Motion carried unanimously.

IV. Consider Adopting Virginia State Code 2.2-3708.3

The board reviewed the code language and determined a policy that reflects the enabling legislation should be brought back to the board at the next meeting for consideration. The policy will need to address the circumstances under which an all-virtual public meeting and remote participation will be allowed and the process the authority will use for making the request.

V. Review Draft Bylaws

The board reviewed the bylaws page-by-page and provided direction to Regional Commission staff and legal counsel to bring edits back at the next meeting. Items to address include Section 5.4, provide an example; Insert Section 5.X, add language

that up to two alternates may be appointed by members; Section 6.1, add to the greatest extent possible officers should be from different local governments/higher education institutions.

VI. Appoint Staffing to Support Work of the Authority

Motion: Mr. Meadows made a motion to appoint the New River Valley Regional Commission to serve as staff support to the Authority, subject to the approval of a Task Order that would outline the scope and fee for service.

Mr. Ridpath seconded the motion.

Discussion: None.

Action: Motion approved unanimously.

VII. Appoint Legal Counsel to Support Work of the Authority

Motion: Mr. Ridpath made a motion to appoint Sands Anderson, PC, legal counsel to the Regional Commission, to serve as legal counsel to support work of the Authority, subject to the approval of a contract that would outline the scope and fee for service.

Mr. Sweet seconded the motion.

Discussion: None.

Action: Motion approved unanimously.

VIII. Identify Next Steps for the Authority Work Program

The board reviewed the list of items identified at the meeting in September. Several items were included in the November meeting agenda. Following the adoption of a remote meeting policy, bylaws, and agreements for staffing and legal services, the work will shift toward preparing a Request for Proposals (RFP) for preliminary architecture and engineering services to represent the Authority. Recently, the New River Valley Metropolitan Planning Organization executed a task order with the NRV Regional Commission to update the Station Ownership and Operations Report. A key component of the report was a high-level engineering analysis for site development at the initial station site adjacent to the Christiansburg Aquatics Center. Since the site has moved, initial station analysis will need to be conducted once the Virginia Passenger Rail Station Authority determines a final site.

IX. Set Next Meeting Date

The board will complete a doodle poll with dates for the next meeting with the goal of setting a monthly meeting schedule going forward after the new year.