

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

January 26, 2022

11:00am

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; Darlene Burcham, Town of Pulaski; David Horton; David Ridpath, City of Radford; Angela Joyner and Laura Quesenberry, Radford University; Lysay Belshe and Chris Kiwus, Virginia Tech; Kevin Byrd and Chris Owens, New River Valley Regional Commission; Reid Broughton, Sands Anderson PC.

Absent: Dirk Compton, Pulaski County and Shannon Collins, Town of Pulaski

I. Welcome and Introductions

Kevin Byrd called the meeting to order at 11:05 am 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. Minutes from November 30, 2022

Motion: Mr. Barber moved for approval of the November 30th minutes.

Mr. Ford seconded the motion.

Discussion: None

Action: Motion carried unanimously.

III. Consider Adopting Remote Meeting Policy

Motion: Mr. Barber moved for approval of the Remote Meeting Policy.

Mr. Horton seconded the motion.

Discussion: None

Action: Motion carried unanimously.

IV. Review Draft Bylaws

The board reviewed the bylaws page-by-page and provided direction to Regional Commission staff and legal counsel to add a few minor edits. Items to address include Section 5.4, capitalize the “m” in member and change Board Member to Representative; Section 6.1, capitalize the “m” in member.

Motion: Ms. Burcham moved for approval of the Bylaws contingent on the previously mentioned edits.

Mr. Ridpath seconded the motion.

Discussion: None.

V. Establish a Nominating Committee for Officer Positions

The Board nominated five Members to serve as the nominating committee. The committee will meet prior to the next board meeting in order to prepare a slate of officers for the board to consider at their meeting on February 23rd. The officer roles to fill include Chair, Vice Chair, Secretary, and Treasurer.

Motion: Mr. Meadows made a motion to appoint Mike Barber, Sherri Blevins, Jerry Ford, Chris Kiwus, and Dirk Compton as the Nominating Committee.

Ms. Belshe seconded the motion.

Discussion: None.

Action: Motion approved unanimously.

VI. Confirm which board members will serve a 2-year or 4-year term

Passenger Rail Station Authority (by Member)		Term	
		2 year	4 year
Name	Member	2024	2026
David Horton	City of Radford	X	
David Ridpath	City of Radford		X
Richard McCoy	Giles County		X
Craig Meadows	Montgomery County		X
Sherri Blevins	Montgomery County	X	
Dirk Compton	Pulaski County	X	
Jonathan Sweet	Pulaski County		X
Angela Joyner	Radford University		X
Laura Quesenberry	Radford University	X	
Jerry Ford	Town of Blacksburg		X
Lawrence Spencer (larry)	Town of Blacksburg	X	
Mike Barber	Town of Christiansburg		X
Randy Wingfield	Town of Christiansburg	X	
Darlene Burcham	Town of Pulaski	X	
Shanon Collins	Town of Pulaski		X
Chris Kiwus	VT	X	
Lynsay Belshe	VT		X

VII. Staff Report:

- a. Financial Disclosure Statements (FDS) are due by 1/31. Regional Commission staff will work with board members individually to ensure the necessary documentation is on file.
- b. Meeting held with Virginia Passenger Rail Authority (VRPA) staff—Mr. Byrd reported that he had a meeting with VPRA staff while in Richmond on January 20th. According to VPRA, they are finalizing an agreement with an engineering firm that will be conducting the final environmental analysis. This work will be evaluating the two (2) remaining station locations which will yield a final station location. The board could anticipate a determination by early summer of 2023.
- c. Discuss FY24 Expense for Staffing Support and Legal Services—Mr. Byrd reported that the fee for each partnering agency would be \$8,500 of which \$7,500 is for administrative services with the Regional Commission and \$1,000 for legal services. It was suggested that a joint budget report (JBR) form be used to share the funding request with all Members.
- d. Identify next steps for Authority:
 - i. Establishing a banking account—Mr. Byrd reported that NRVRC is currently working on procuring for banking services and the new bank account would be set up once the new bank was determined.
 - ii. Prepare RFQ for architectural/engineering (A/E) services—the board discussed the timing of the site selection and the procurement process and agreed to start the process. A draft RFQ will be circulated by email for questions and comments..

VIII. Next Meeting Date—February 23, 2023 at 11:30 (Lunch will be provided)