

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

## **Minutes**

September 28, 2022

10:00am

Pulaski County Innovation Center – New River Room

Attendees: Ricky McCoy, Giles County; Dirk Compton and 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 and Darlene Burcham, Town of Pulaski; David Horton and David Ridpath, City of Radford; Angela Joyner, Radford University; Lynsay Belshe and Chris Kiwus, Virginia Tech; Kevin Byrd, New River Valley Regional Commission; Reid Broughton, Sands Anderson PC.

Absent: Laura Quesenberry, Radford University

### **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. Oath of Office**

Each member present took the Oath of Office as provided below.

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as a board member according to the best of my ability.

### **III. Project Progress to-date**

Kevin Byrd shared a presentation that contained the key activities of the regional passenger rail project to-date starting in 2013 up to the recent Virginia Passenger Rail Authority station site analysis work.

### **IV. Review Enabling Legislation**

The board reviewed the New River Valley Passenger Rail Station Authority legislation to ensure the roles and responsibilities were understood. The code section is 33.2 Chapter 38, New River Valley Passenger Rail Station Authority. The board discussed how a quorum is defined in the code and the need to clarify voting through either an Authority Agreement document and/or bylaws.

### **V. Build Timeline/Authority Work Program**

The board participated in a card storming activity to identify the work program for the authority to best advance the work of the organization.

- Appoint Agent (staffing)
- Determine Legal Representation
- Establish Regular Meetings
- Prepare Regular Communications (ie-minutes)
- Approach to Voting
- Rules of Procedure
- Bylaws
- Adopt Public Meeting Requirements in State Code
- Understand role of NRV Passenger Rail and invite them to attend meetings
- Elect Chair and other leadership roles
- Establish annual budget process (January/February)
- Determine percent of capital outlay respective to each authority member
- Prepare a Request for Proposal for Architectural and Engineering Services
- Understand Future Buy-in
- Review Multiple Station Concepts

VI. **Set Next Meeting Date**

The board discussed meeting frequency, particularly during the launch phase of the authority. There was consensus on increased frequency as administrative items are being determined so there is continuity between meetings. However, there was recognition of the time it will take to create the content between meetings. Meeting dates for later part of November will be circulated to avoid the Thanksgiving holiday week.