

## MINUTES

Pursuant to the City of Roanoke Emergency Ordinance adopted by the Roanoke Valley Transportation Planning Organization (RVTPO) Policy Board on April 23, 2020 and 2021 Virginia General Assembly legislation SB1271 passed February 27, 2021, the June meeting of the RVTPO Policy Board was held a virtually via Zoom on Thursday, June 24, 2021 at 1:00 p.m. Under the current State of Emergency, and until further notice, it has been deemed unsafe to assemble a quorum of a public body in one place.

### TPO VOTING MEMBERS PRESENT

Mickey Johnson	Bedford County
Steve Clinton	Botetourt County
Billy Martin, <i>Chair</i>	Botetourt County
Phil North, <i>Vice Chair</i>	Roanoke County
David Radford	Roanoke County
Stephanie Moon Reynolds	City of Roanoke
Renee Turk	City of Salem
Mike Stovall	Town of Vinton
Daniel Sonenklar	Va. Dept. of Rail and Public Transportation
Michael Gray ( <i>Alt. for Ken King</i> )	Virginia Dept. of Transportation – Salem District

### TPO VOTING MEMBERS ABSENT

Steve Fijalkowski	Montgomery County
Robert Jeffrey	City of Roanoke
Bill Jones	City of Salem
Kevin Price	Greater Roanoke Transit Company (Valley Metro)
Keith Liles	Town of Vinton

### TPO NON-VOTING MEMBERS PRESENT

Richard Caywood	Roanoke County
Lee Osborne	Roanoke Valley-Alleghany Reg. Commission
Cody Sexton	Town of Vinton

**Others Present:** Megan Cronise, Roanoke County; Anthony Ford, Virginia Department of Transportation - Salem District; Anita McMillan, Town of Vinton; Liz Belcher, Roanoke Valley Greenway Commission; and Terry Durkin, Roanoke Regional Chamber of Commerce.

**Staff Present:** Cristina Finch, Bryan Hill, Jeremy Holmes, William Long, Virginia Mullen, Rachel Ruhlen, Wayne Strickland and Tim Pohlrad-Thomas.

### 1. CALL TO ORDER, ROLL CALL, OPENING STATEMENT BY THE CHAIR

Chair Martin called the meeting to order at 1:00 p.m. A quorum was present.

**TPO POLICY BOARD:** Cities of Roanoke and Salem; Counties of Bedford, Botetourt, Montgomery and Roanoke; Town of Vinton; Greater Roanoke Transit Company (*Valley Metro*); Roanoke-Blacksburg Regional Airport; Virginia Department of Rail & Public Transportation; Virginia Department of Transportation

Chair Martin read the following opening statement...*"Pursuant to the City of Roanoke Emergency Ordinance adopted by the RVTPO Policy Board on April 23, 2020 and 2021 Virginia General Assembly legislation SB1271 passed February 27, 2021, the June meeting of the RVTPO Policy Board will be held virtually via Zoom on Thursday, June 24, 2021 at 1:00 p.m. Under the current State of Emergency, and until further notice, it has been deemed unsafe to assemble a quorum of a public body in one place. Any members of the public may view and participate in the meeting through electronic means. Meeting details are listed on the second page of the agenda. All materials made available to the members will be made available to the public at the same time by posting on the RVARC website."*

**2. APPROVAL OF CONSENT AGENDA ITEMS**

The following consent agenda items were distributed earlier:

- A. June 24, 2021 RVTPO Meeting Agenda
- B. June 24, 2021 RVTPO Minutes

**Motion:** by Ms. Moon Reynolds to approve items (A) and (B), as distributed. The motion was seconded by Mr. Phil North.

**RVTPO Policy Board Action:** Roll call vote: Ayes- 10 (Johnson, Clinton, Martin, Moon Reynolds, North, Radford, Turk, Stovall, King, Sonenklar); Nays-0; Abstentions-0. Motion carried unanimously.

**3. REMARKS BY THE CHAIR**

- The Roanoke Valley Transportation Planning Organization will resume in-person meetings as of July 1, 2021. The Regional Commission will continue to monitor the state and federal guidance concerning social distancing and masking, and vaccination rates to determine if future meetings will need to be held at locations different than the Regional Commission's board room. The Board members and the public will be notified of location's changes when the agendas packets are sent out. The lifting of the state of emergency also means an end to remote participation in our public meetings except under very limited circumstances, including illness and if a board's member primary residence is 60 miles or more away from the meeting location such remote participation is limited to four times a year and requires a notification to and approval from the Chair prior to the meeting.
- The Regional Commission staff is finalizing the application materials for the upcoming round of the STBG application. An email will be sent out to notify stakeholders when the application is available. The STBG applications will be due September 24, 2021. Staff anticipates at least \$12.7 million will be available for the Policy Board to consider allocating. The amount includes the \$2.3 million that was not allocated during the FY22-27 cycle.
- The Regional Commission is pleased to welcome a new member on staff William R. Long III. Mr. Long holds a Master of Urban and Regional Planning from Virginia Tech and a Bachelor of Arts in Communications from North Carolina State University. He was previously a Transportation Planner for the Rock Hill- Fort Mill TPO in South Carolina and most recently worked for Total Action for Progress in Roanoke. Mr. Long

will be assisting with the regional transportation planning and programming efforts including the Roanoke Valley Transportation Plan, the Transportation Improvement Program, SMART Scale, STBG corridor studies and many other initiatives.

**4. APPOINTMENT OF 2021 RVTPO NOMINATING COMMITTEE**

Chair Martin reported that a Nominating Committee of at least two members, is to be appointed prior to TPO elections at the September meeting of every odd year. Chair Martin appointed Steve Fijalkowski (Montgomery County) as Chair, David Radford (Roanoke County) and Stephanie Moon Reynolds (City of Roanoke) to serve on the 2021 Nominating Committee. They are tasked with communicating to each RVTPO member the name(s) of the nominee(s) to serve as officers (Chair and Vice Chair) one week prior to the September 23, 2021 meeting. New officers will serve a two-year term, which will take effect at the conclusion of the September 2021 meeting.

**5. OVERVIEW OF THE FTA 5310 GRANT PROGRAM**

Bryan Hill provided an overview of the FTA 5310 Grant Program (the PowerPoint presentation is included with the minutes). The presentation covered eligibility and program funding categories, as well as current FY22 projects which received funding.

**6. AMENDMENT TO THE FY 2021-2024 TRANSPORTATION IMPROVEMENT PROGRAM-ROANOKE COUNTY CORTRAN SERVICE**

Bryan Hill reported the amendment to the FY21-24 Transportation Improvement Program (TIP) is being requested to include Roanoke County's request for FTA 5310 funding to operate its CORTRAN service for seniors and people with disabilities next year. The Virginia Department of Rail and Public Transportation has recommended this project for inclusion in their FY22-27 Six-Year Improvement Program. The project was awarded \$119,008.

Mr. Hill noted that only one public comment was received during the 14-day public comment period, from Roanoke County, in the form of a letter of support (the letter is included with the minutes).

**PUBLIC HEARING-** Chairman Martin opened the public hearing on the FY21-24 Transportation Improvement Program- Roanoke County CORTRAN Service and asked for comments by the public. No comments were voiced. Chairman Martin declared the public hearing closed.

**7. ADOPTION OF RESOLUTION APPROVING AMENDMENT TO THE FY 2021-2024 TRANSPORTATION IMPROVEMENT PROGRAM**

Staff presented a supporting resolution approving the FY 2021-2024 Transportation Improvement Program.

**Motion:** by Mr. Phil North to approve the resolution approving amendment to the FY 2021-2024 Transportation Improvement Program, as distributed. The motion was seconded by Ms. Moon Reynolds.

**RVTPO Policy Board Action:** Roll call vote: Ayes- 10 (Johnson, Clinton, Martin, Moon Reynolds, North, Radford, Turk, Stovall, King, Sonenklar); Nays-0; Abstentions-0. Motion carried unanimously.

**8. OTHER BUSINESS**

No other business was discussed.

**9. COMMENT PERIOD BY RVTPO POLICY BOARD MEMBERS AND/OR PUBLIC**

Kevin Jones, Federal Highway Administration, asked if the Board had considered keeping the virtual meetings for public participation. Mr. Jeremy Holmes replied staff is investigating different options and looking into how we can make it work.

The meeting adjourned at 1:24 p.m.

  
Jeremy Holmes, Secretary  
Roanoke Valley Transportation Planning Organization



**Roanoke Valley Transportation  
PLANNING ORGANIZATION**  
Staffed by the  
REGIONAL commission

## Overview of the FTA 5310 Grant Program

RVTPO Meeting, Thursday, June 24, 2021

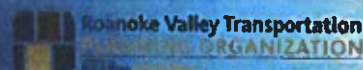
[www.RVTPO.org](http://www.RVTPO.org)



### FTA 5310 Program at a Glance

- Supports capital (including vehicles and equipment and mobility management) and operating costs of transportation services and transportation alternatives
- Includes three types of funding:
  - Capital
  - Operating
  - Mobility Management.
- Capital projects for vehicles follow a specific purchasing process administered by DRPT.
- Operating, mobility management, and other capital projects are paid on a reimbursement basis for eligible expenses.
- Applications for funding are not officially approved until the CTB approves DRPT's SYIP, (typically in June).
- Funding for approved programs and projects is available on October 1.
- All Section 5310 projects have a 12-month demonstration period; any funds not used as of September 30 of the demonstration period will be de-obligated.

[www.RVTPO.org](http://www.RVTPO.org)



June 24, 2021 RVTPO.Mtes

## FY22 RVTPO's 5310 Applications

Applicant	Project Description
enCircle (Lutheran Family Services of Virginia)	Purchase of one 5-passenger van with ramps
RADAR	Purchase of two (2) 9-passenger raise roof vans and annual operating assistance
Roanoke County	Operating assistance to run CORTRAN from 1/12/22 through 9/30/22

[www.RVTPO.org](http://www.RVTPO.org)



## FY22 FTA Section 5310 Capital Program Grants

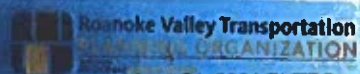
### Rural Category

Applicant	Equipment Description	Total Cost	Cost Each	Federal Funds	Local Funds
enCircle (Lutheran Family Services of Virginia)	Replacement Paratransit Vehicle	\$55,000	\$55,000	\$40,000	-

### Large Urban – Roanoke Category

Applicant	Equipment Description	Total Cost	Cost Each	Federal Funds	Local Funds
RADAR	Replacement Paratransit Vehicles (2)	\$130,000	\$65,000	\$130,000	-

[www.RVTPO.org](http://www.RVTPO.org)



June 24, 2021 RVTPO Mtes

# FY22 FTA Section 5310 Program Operating Grants

## Large Urban – Roanoke Category

Applicant	Project Cost	Revenues	FTA 5310 Operating Funds	State Paratransit Funds	Local Funds Required
<b>RADAR</b>	<b>\$65,006</b>	-	<b>\$65,006</b>	-	-

Applicant	Project Cost	FTA 5310 Operating Funds	State Paratransit Funds	Local Funds Required
<b>Roanoke County</b>	<b>\$119,008</b>	<b>\$119,008</b>	-	-



# ROANOKE COUNTY

OFFICE OF THE COUNTY ADMINISTRATOR  
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Roanoke, Virginia 24018-0798

Richard L. Caywood, P.E.  
Assistant County Administrator

TEL: (540) 772-2004  
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June 23, 2021

Mr. Wayne Strickland, Secretary  
Roanoke Valley Transportation Planning Organization  
P.O. Box 2569  
Roanoke, VA 24010

RE: Amendment to the FY 2021-2024 Transportation Improvement Program to include FTA Section 5310 funding for the Roanoke County CORTAN Program

Dear Wayne,

Roanoke County would like to offer support for the amendment to the FY 2021-2024 Transportation Improvement Program (TIP) to include FTA Section 5310 funding to operate the CORTAN service.

We appreciate not only your assistance, but also the help of your staff, to facilitate the steps to add this new funding to the TIP to support CORTAN. Please do not hesitate to contact me with questions.

Sincerely,

Richard L. Caywood, P.E.  
Assistant County Administrator

C: Vice Chairman David F. Radford, Board of Supervisors  
Phil C. North, Board of Supervisors  
Megan Cronise, Transportation Planning Administrator  
Paula Benke, CORTAN Program Coordinator