

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

Minutes

November 2 2017

MEMBERS

PRESENT:	Craig Meadows	-Montgomery County
	Anne McClung	-Town of Blacksburg
	Michael Sutphin	-Town of Blacksburg
	Michael Barber	-Town of Christiansburg
	Randy Wingfield	-Town of Christiansburg
	Bruce Brown	-City of Radford
	Melissa Skelton	-City of Radford
	Jason Soileau	-Virginia Tech
	Kevin Byrd	-NRVRC
	Ken King	-VDoT
	Katie Schwing	-DRPT
	Tom Fox	-Blacksburg Transit
	Dan Brugh	-NRV MPO
	Randal Gwinn	-Recording Secretary
ABSENT:	Kevin Jones	-FHWA
	Joe Guthrie	-Pulaski County
	Fritz Streff	-New River Community College
	Tony Cho	-Federal Transit Administration-Region 111
	Michael St. Jean	-VA Tech/Montgomery Regional Airport Authority
	James Perkins	-Radford University
	Brian Booth	-Radford Transit
	Monica Musick	-Pulaski Transit
	Annette Perkins	-Montgomery County
	Michael Gray	-VDoT
OTHERS		
PRESENT:	Erik Olsen	-NRV MPO
	Jeri Baker	-Virginia Tech

DECLARATION OF A QUORUM AND CALL TO ORDER

Chairman Craig Meadows declared a quorum and called the meeting to order at 2 P.M.

APPROVAL OF AGENDA

Craig asked for comments on the proposed agenda. Hearing none, he asked to hear a motion for approval of the agenda.

On a motion by Michael Barber seconded by Ken King and carried unanimously, the proposed meeting agenda was approved.

APPROVAL OF MINUTES OF AUGUST 24, 2017 MEETING

Craig next asked for comments on or corrections to the meeting Minutes from the August 24, 2017 Policy Board meeting. Hearing none he then called for a motion to approve the Minutes.

On a motion by Ken King seconded by Anne McClung and carried unanimously, the Minutes dated August 24, 2017 were approved.

PUBLIC ADDRESS

There were no citizens wishing to address the group at this meeting.

OLD BUSINESS

Approval of Safety Performance Measures for the MPO

Dan reported that during the August meeting, some background information was presented regarding performance measures for the MPO. Adoption of performance measures by the MPOs is required by the federal government however MPOs are given a choice of creating their own or adopting the State measures. If a MPO creates their own set of measures, then they must also track their performance against those measures. Most small MPOs don't have adequate funding to support setting up and monitoring their own measures and choose to follow the State measures instead.

It was expected that the numeric values from VDOT would be available at this time and they were received shortly before this meeting. There are copies of that information on the table before you now in the form of a letter stating our intent to Mr. Raymond Khoury, P.E., and VDOT State Traffic Engineer. The TAC has discussed this and feels there is no reason for our MPO to develop anything different from VDOT; therefore, the TAC recommends that the MPO adopt the Performance Measures developed by VDOT. There is a recommended resolution included in the meeting packet.

Dan having finished his remarks, Craig asked for further comments or discussion on the suggested resolution included in the meeting packet for this item. Michael Barber moved to approve the resolution and Craig asked to hear a second which Randy Wingfield provided. There being no discussion on the item, Craig then stated that by approving the resolution it is assumed that we are also authorizing the MPO Executive Director to sign the letter to Mr. Khoury. Craig then called for a vote on the resolution.

On a motion by Michael Barber seconded by Randy Wingfield and carried unanimously, the resolution was approved and follows in its entirety:

***New River Valley
Metropolitan Planning Organization***

November 2, 2017

Resolution Approving Safety Performance Measures for the NRV MPO

On a motion by Michael Barber seconded by Randy Wingfield 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 Safety performance measures set by the State.

F. Craig Meadows, Chairman

NEW BUSINESS

Approval of Amendment # 1 to the 2018-21 TIP

Dan next reported that Blacksburg Transit secured funding for bus replacements under the VDOT Smart Scale Program. Smart Scale project funding is generally added to the end of the Six Year Plan and therefore falls outside of the TIP. This funding however, has been moved into the 2017-18 fiscal year, therefore an amendment is needed to the approved TIP. The Amendment

has been advertised, sent to the MPO Interested Parties and the governmental regulatory agencies, and posted on the MPO website for comment, with no comments being received. The TAC recommends approval. Copies of Amendment # 1, the amended TIP, and suggested resolution are in Attachment # 3 of the meeting packet.

Dan having finished his remarks Craig asked for further comments or discussion on the suggested resolution included in the meeting packet for this item. Michael Barber moved to approve the resolution and Craig asked to hear a second which Melissa Skelton provided. Tom Fox offered words of appreciation to all involved in making this funding available to Blacksburg Transit. Craig then called for a vote on the resolution.

On a motion by Michael Barber seconded by Melissa Skelton and carried unanimously, the resolution was approved and follows in its entirety:

***New River Valley
Metropolitan Planning Organization***

November 2, 2017

Resolution Approving Amendment # 1 for the 2018-21 TIP

On a motion by Michael Barber seconded by Melissa Skelton and carried unanimously,

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

WHEREAS, Blacksburg Transit secured funding for bus expansion through the Smart Scale Program, and

WHEREAS, this funding has been moved to the 2017-18 fiscal year and needs to be included in the current TIP, and

WHEREAS, Amendment # 1 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 # 1 to the 2018-21 TIP.

F. Craig Meadows, Chairman

Approval of a Study Project under the Special Studies category using FhWA PL funding to optimize traffic signals within the Town of Christiansburg

Dan reported that our current budget contains unprogrammed funding to conduct studies within the MPO. The Town of Christiansburg requested a project to optimize signal operation to improve traffic flow. Other localities were also solicited to see if there were other projects that would qualify to be considered.

The City of Radford did request a similar study however the City needs to upgrade some equipment before this type of study would be beneficial. At the appropriate time, the City will request a similar study.

The MPO has \$50,000 available for the Christiansburg study. The MPO does not have an on call consultant at this time however the Town of Christiansburg does have four on call consultants and can perform this study for the MPO. This is okay with VDOT as long as the procurement was conducted in accordance with Federal Guidelines and it was. The TAC has reviewed this request and recommends approval. (A scope of work and suggested resolution are in Attachment # 4.)

Dan having finished his remarks Ken King then spoke briefly of VDOT's recent statewide efforts to standardize traffic signals, controllers and software. It is hoped that soon localities will be able to piggyback on VDOT's procurement contracts to purchase these items for their projects as well. More to follow on this as things develop.

Craig asked for further comments or discussion on the suggested resolution included in the meeting packet for this item. Jason Soileau moved to approve the resolution and Randy Wingfield provided the second. Craig then called for a vote on the resolution.

On a motion by Jason Soileau seconded by Randy Wingfield and carried unanimously, the resolution was approved and follows in its entirety:

***New River Valley
Metropolitan Planning Organization***

November 2, 2017

Resolution to approve conducting a Traffic Signal Optimization Study for the Town of Christiansburg.

On a motion by Jason Soileau seconded by Randy Wingfield and carried unanimously,

Whereas, the Town of Christiansburg requested that a traffic signal optimization study be conducted for the traffic signals in the Town of Christiansburg; and

Whereas, this is an allowable use of FhWA PL funding, and

Whereas, VDOT has concurred in conducting this study, and

Whereas, \$50,000 is available under the Special Studies category of our 2017-18 UPWP; and

WHEREAS, this study will be conducted by the Town's On Call Consultant that was secured in accordance with the requirements set forth for federal funding, and

WHEREAS, the TAC has reviewed and recommends approval.

Now, therefore be it RESOLVED that:

The Policy Board approves the Traffic Signal Optimization Study for the Town of Christiansburg using their On Call Consultant in an amount not to exceed \$50,000; and

FURTHER, the NRV MPO authorizes the Executive Director to execute a contract on behalf of the NRV MPO with the Town of Christiansburg to accomplish this work.

F. Craig Meadows, Chairman

Approval of a Study using FTA 5303 funding to study Rail Station Ownership/Maintenance options

Kevin Byrd reported that the Passenger Rail 2020 Committee has requested that consideration be given to developing ownership/maintenance options for a potential future passenger station for the New River Valley as this is the next logical activity that can be done while Norfolk Southern does their work of evaluating the rail lines for suitability with passenger traffic.

This station will be significantly different from others such as Roanoke's due to the bulk of the ridership being generated from areas outside of Christiansburg. During early discussions concerning bringing passenger rail to the NRV, the need to have joint responsibility among the NRV localities for operations and maintenance of the station was identified. Now would be a good time to pursue a study to develop a number of Ownership/Maintenance options for consideration by the Localities. The Regional Commission has put together a Task Order and Budget for the study which is anticipated to take six to eight months to complete.

Dan added that this type of study is an acceptable use of transit planning 5303 funding and the funding is available. Since the NRV Regional Commission conducted the rail study previously done by the MPO, and have conducted similar ownership/maintenance studies, they are knowledgeable and well positioned to undertake this study for the MPO. The TAC has reviewed this and recommends approval. (Task Order and suggested resolution are in Attachment # 5.) Craig asked for further comments or discussion on the suggested resolution included in the meeting packet for this item.

Michael Barber moved to approve the resolution and Anne McClung provided the second. Craig then called for a vote on the resolution.

On a motion by Michael Barber seconded by Anne McClung and carried unanimously, the resolution was approved and follows in its entirety:

***New River Valley
Metropolitan Planning Organization***

November 2, 2017

Resolution to approve conducting a Rail Station Ownership/Maintenance Study.

On a motion by Michael Barber seconded by Anne McClung and carried unanimously,

WHEREAS, the NRV Passenger Rail 2020 Committee has requested the MPO to look at a future passenger rail station in Christiansburg; and

WHEREAS, passenger rail stations are a responsibility of local governments that the State does not provide funding for, and

WHEREAS, this is the next phase that needs to be done locally, and

WHEREAS, VDRPT allows FTA 5303 funding to be used for this purpose; and

WHEREAS, there is funding available in the 2017-2018 UPWP that can be utilized, and

WHEREAS, the New River Valley Regional Commission is well positioned to conduct this study by performing the MPO Passenger Rail Study and also has experience with this type of study, and

Whereas, this study can be conducted for an amount not to exceed \$15,000, and

WHEREAS, the TAC has reviewed and recommends approval.

NOW, THEREFORE BE IT RESOLVED that:

The Policy Board approves the Passenger Rail Station Ownership/Maintenance Study; 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.

F. Craig Meadows, Chairman

Support for VDOT TA Funding Requests for the Towns of Blacksburg and Christiansburg

Anne McClung reported that the Town of Blacksburg has requested TA funding for a project in the Town of Blacksburg with the purpose of completing the last piece of downtown sidewalk improvements aimed at increasing handicap accessibility and pedestrian safety.

Randy Wingfield then reported on similar requests that the Town of Christiansburg has made for four projects.

Dan added that support from the MPO is required. The TAC has reviewed and recommends approval. (Project identification and suggested resolutions are in Attachment # 6.)

Comments having ended Craig asked for a motion to act on the five resolutions included in the meeting packet for VDOT TA Funding Requests. Michael Barber moved to approve the resolutions as a group and Bruce Brown provided the second. Craig then called for a vote on the resolutions.

On a motion by Michael Barber seconded by Bruce Brown and carried unanimously, the five suggested resolutions were approved and follow in its entirety:

New River Valley Metropolitan Planning Organization

November 2, 2017

Resolution in support of Transportation Alternative (TA) program funding application for pedestrian safety and accessibility improvements along Main Street in the Town of Blacksburg

On a motion by Michael Barber seconded by Bruce Brown and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, local Metropolitan Planning Organization endorsement is required in order that the Virginia Department of Transportation program a Transportation Alternative (TA) program project for pedestrian safety and accessibility improvements along Main Street in the Town of Blacksburg; and,

WHEREAS, the improvements would be between Roanoke Street and Washington Street; and,

WHEREAS, the Transportation Alternative (TA) program and this project is supported by the Town of Blacksburg's Comprehensive 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 Main Street Pedestrian Safety and Accessibility project in the Town of Blacksburg.

F. Craig Meadows, Chairman

***New River Valley
Metropolitan Planning Organization***

November 2, 2017

Resolution in support of Transportation Alternative (TA) program funding application for sidewalk construction along Roanoke Street in the Town of Christiansburg.

On a motion by Michael Barber seconded by Bruce Brown and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, local Metropolitan Planning Organization endorsement is required in order that the Virginia Department of Transportation program a Transportation Alternative (TA) program project for construction of sidewalk along Roanoke Street in the Town of Christiansburg; and,

WHEREAS, this project would construct sidewalk along Roanoke Street between Falling Branch Road and Hubbell Drive, and

WHEREAS, this sidewalk will connect a residential area to a commercial area and provide safety for pedestrians; and,

WHEREAS, the Transportation Alternative (TA) program and this project is supported by the Town of Christiansburg's Comprehensive 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 Roanoke Street Sidewalk Project in the Town of Christiansburg.

F. Craig Meadows, Chairman

***New River Valley
Metropolitan Planning Organization***

November 2, 2017

Resolution in support of Transportation Alternative (TA) program funding application for addition of sidewalk along East Main Street in the Town of Christiansburg

On a motion by Michael Barber seconded by Bruce Brown and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, local Metropolitan Planning Organization endorsement is required in order that the Virginia Department of Transportation program a Transportation Alternative (TA) program project for the addition of sidewalk along East Main Street in the Town of Christiansburg; and,

WHEREAS, the extension will connect to previously constructed sidewalk and provide safety and accessibility through a residential area; and,

WHEREAS, the Transportation Alternative (TA) program and this project is supported by the Town of Christiansburg's Comprehensive 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 East Main Street Sidewalk in the Town of Christiansburg.

F. Craig Meadows, Chairman

***New River Valley
Metropolitan Planning Organization***

November 2, 2017

Resolution in support of Transportation Alternative (TA) program funding application for Phase 3 of the Downtown Enhancement Project in the Town of Christiansburg.

On a motion by Michael Barber seconded by Bruce Brown and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, local Metropolitan Planning Organization endorsement is required in order that the Virginia Department of Transportation program a Transportation Alternative (TA) program project for Phase 3 of the Downtown Enhancement Project in the Town of Christiansburg; and,

WHEREAS, this project would add sidewalk along Franklin Street from the Post Office at Main Street to Wades Lane/Kroger and add pedestrian signals and crosswalks at the Depot Street intersection; and,

WHEREAS, the Transportation Alternative (TA) program and this project is supported by the Town of Christiansburg's Comprehensive 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 Phase 3 of the Downtown Enhancement Project in the Town of Christiansburg.

F. Craig Meadows, Chairman

***New River Valley
Metropolitan Planning Organization***

November 2, 2017

Resolution in support of Transportation Alternative (TA) program funding application for the Huckleberry Trailhead project in the Town of Christiansburg

On a motion by Michael Barber seconded by Bruce Brown and carried unanimously,

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, local Metropolitan Planning Organization endorsement is required in order that the Virginia Department of Transportation program a Transportation Alternative (TA) program project for the Huckleberry Railhead project in the Town of Christiansburg; and,

WHEREAS, this project will extend the Huckleberry Trail between Independence Boulevard and Scattergood Drive and provide a parking area at Scattergood Drive; and,

WHEREAS, the Transportation Alternative (TA) program and this project is supported by the Town of Christiansburg's Comprehensive 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 Huckleberry Trailhead Project in the Town of Christiansburg.

F. Craig Meadows, Chairman

Appointment of a Representative to the SmartWay Advisory Committee

Dan reported that the voting membership of the SmartWay Advisory Committee is made up of two members from the New River Valley and two members from the Roanoke Valley. Jerri

Baker was recently appointed to replace Steve Mouras on the Committee. Ron Rordam has served as one of our representatives since the Committee was formed however since he will be leaving office at the end of the year, a replacement needs to be selected. This appointment can be a member of the MPO or other representative. The TAC has not reviewed this item.

Dan also commented that he had reached out to Anne McClung and Michael Sutphin to see if either was interested in serving on the Committee. Anne deferred to Michael who agreed to serve on the Committee in the spot vacated by Ron.

Discussions having ended Craig called for a motion to appoint Michael Sutphin as the replacement for Ron Rordam on the SmartWay Advisory Committee. Michael Barber moved to approve the appointment and Bruce Brown provided the second. Craig then called for a vote on the appointment.

On a motion by Michael Barber seconded by Bruce Brown and carried by a vote of seven ayes and no nays and one abstention (Michael), the appointment of Michael Sutphin to the SmartWay Advisory Committed was approved.

EXECUTIVE DIRECTOR'S REPORT

VDOT Report – Ken King

The Southgate Interchange opens in early December with a ribbon cutting ceremony, although the project will continue into 2018 as it will be best to do the landscaping once the winter weather is over as there is a warranty period on the plants to consider. The existing traffic signal at the old intersection will be removed.

The replacement of the Northbound New River Bridge on I-81 is progressing on schedule and it is anticipated that in the spring and summer of 2019 the northbound traffic will be shifted to the new construction on the median side of the Southbound Bridge and then the old Northbound Bridge will be demolished. The Southbound Bridge is still adequate as it has for some reason held up better than the Northbound Bridge however plans still continue with the aim of replacing it as well. The anticipated final completion date is sometime in the fall of 2020.

There is now a RFP out for the design/build of the I-81 over Rt. 8 bridge replacements and the project should be under contract by spring. The first year will be mainly design and site prep work with actual construction beginning in the second year.

The U.S. 460 By-pass / Franklin Street East Bound Ramp should go out to advertisement in the spring of next year, perhaps as early as February. Construction will need to be coordinated with other work ongoing in Cambria during the same time frame to avoid traffic grid lock.

The North Main Street in Blacksburg project is moving toward advertisement this winter and the start of construction in the spring.

Updates on Bike Share and TDPs – Erik Olsen

Erik reported on the Regional Bike Share System, we are beginning to have negotiations with the first choice of vendors and have now bumped the kick off timeline back to spring of next year (2018). No name has yet been picked and colors are being discussed. The four partners in this regional effort are the Town of Blacksburg, the Town of Christiansburg, VA Tech and Montgomery County. At least one private developer has expressed an interest in operating a bike care station in Blacksburg so this could be something to consider looking into next year. DRPT has been supplying the seed money for this project. More to come as things continue to develop.

The first public outreach event for our TDPs is tomorrow at Squires on the VA Tech campus and also in Pulaski. There will be a number of events ongoing during the next eight days including on-board and on-line surveys.

Update on Intercity Bus Service from Blacksburg to Washington DC – Katie Schwing

Katie commented that the Amtrak service officially started in Roanoke on Tuesday after a ceremony on Monday and the first public trip lacked only two seats of selling out. This effort has been really positive for all involved and it's taken four to five years to bring this service to Roanoke so there is understandably a lot of excitement about it.

Katie also gave updates on an ongoing Statewide process to study Metro Rail Services and a demo project that DRPT is starting which will entail installing driver assistance equipment on fifty buses in an effort to improve the drivers' ability to operate the buses more safely.

Katie then distributed handouts of her presentation materials on the Intercity Bus Service then proceeded to explain its genesis and purpose to the group. Intercity Bus Service is a requirement of the state under the 5211 Federal Rural Transportation Funding Program and at least 15% of funding received from that program is supposed to be used for Intercity Bus Services. These services are defined as being regularly scheduled, open to the general public and operating in two or more areas not in close proximity as they are intended to be for longer trips and not for commuter service. These will utilize fixed routes and will be capable of carrying baggage and must provide meaningful connections with the National Intercity Bus Service which at this time means Greyhound. Previously DRPT did not provide this service as there was an assumption that you could send an assurance to the FTA that a need for Intercity Bus Services had not been identified within the state. In 2013 DRPT performed a study to determine demand and possible routes for establishing an Intercity Bus Service. There were sixteen possible bus routes identified and the one chosen for the first service was the route from Blacksburg, VA to Washington, DC. After a long period of negotiation and procurement DRPT selected Dillion Bus Service which is working in partnership with Mega Bus to provide the service. The service starts in December and will utilize a coach bus to make one trip daily from Blacksburg to Washington and back seven days a week. The trip will take a little less than six hours. The bus will be branded with its own name, The VA Breeze. Information concerning routes, stops, tickets and fares will be available for the service online at the Mega Bus website. DRPT will be actively monitoring the service to determine what if any changes need to occur over time and if additional services should be initiated.

Katie closed her presentation by stating that she will send Dan information on the service to distribute once the marketing agent has provided it to her.

Update on MPO Freight Study and Transit Bus Stop Studies for Radford Transit and Pulaski Area Transit – Kevin Byrd

Kevin reported on the recent progress of the Freight Study. The top ten importers and exporters of freight by volume, tonnage and value have now been identified and discussions have occurred with those companies to find out what their major issues are. We've also received some good rail data from DRPT as they now have their State Wide Plan in draft form and are able to share the information. Completion of this study is anticipated to occur next March.

Kevin then reported on the recent progress of the Transit Bus Stop Studies. The top ten bus stop sites for both Pulaski Area Transit and Radford Transit have been identified and some concepts developed earlier have been updated and improved. The next group meetings will occur in November and the plan is to complete the studies in December. The TAC has really been involved in this study process and we really appreciate the assistance.

Smart Scale Project Requests

Dan reported that the Smart Scale Project request process is going to start a little earlier this cycle so those who will be making project requests next year should start early on the concepts.

One of the projects that the MPO submitted last year was the interchange improvement at Route 81 and Rt. 8. That may be split into two separate project requests for next year, one for the interchange improvements and another for the Park & Ride. A question has arisen on that project, that being whether including both in one project pushes it into the class of projects that require sound walls or at least would require a study to see if it needs sound walls. The resulting requirement to add three million dollars for sound walls to the estimate of the project has a big impact on its scoring so what we may end up doing is splitting this into two projects in the hope that we can avoid three million dollars' worth of sound walls. In addition, if you do a study on the need for sound walls on a project then in all likelihood you will end up having them. There will be more to follow on this as we move forward with it.

Ken also commented on the requirements of when to do a sound wall study. It is an FHWA requirement, not a VDOT requirement and apparently the scale of the project requested was what caused the requirement to apply to it thus we hope that by separating the one large project into two smaller ones with help us avoid the additional three million dollars for sound walls.

Other Items

There were no other items in the Executive Directors report.

OTHER BUSINESS

There were no other items of business to discuss.

NEXT MEETING

The next scheduled meeting is December 7, 2017 at 2:00 pm.

ADJOURNMENT

There being no more items on the agenda for discussion Craig adjourned the meeting at 3:00 PM

Attest: _____

F. Craig Meadows, Chairman