
AGENDA

**Rogue Valley Metropolitan Planning Organization
Policy Committee**



Date: Tuesday, February 25, 2014
Time: 2:00 p.m.
Location: Jefferson Conference Room, RVCOG 155 N. 1st Street, Central Point
Transit: served by RVTD Route #40
Phone : Sue Casavan, RVCOG, 541-423-1360
RVMPO website : www.rvmppo.org

- 1. Call to Order/Introductions/Review Agenda Mike Quilty, Chair**
- 2. Review/Approve Minutes (Attachment #1)..... Chair**
- 3. Public Comment, Items not on the Agenda Chair**
(Comments on Agenda Items allowed during discussion of each item)

Action Items:

- 4. Elect Chair and Vice Chair Mike Quilty, Chair**
Background: Policy Committee Bylaws call for the committee’s election of chair and vice chair during the first meeting in February. Newly elected officers will serve for one year beginning at the close of today’s meeting.

Action Requested: Elect chair and vice chair.

- 5. Proposed MPO Dues / Review Draft Work Plan 2014-2015.....Jonathan David**
Background: The Policy Committee sets member dues annually as part of the adoption process for the Unified Planning Work Program (UPWP). Staff is seeking approval on proposed dues for FY 2015 and suggestions for changes to the draft Work Program. Adoption of the draft UPWP will be sought in April.

Attachment: #2 – Memo, FY 2015 RVMPO Dues and UPWP Discussion

Action Requested: Approved proposed member dues and comment on UPWP

Presentation Item:

- 6. Discretionary Funding Application Review 2016-2017-2018..... Jonathan David**
Background: This is a workshop-style session to review and present applications. In this agenda item each applicant will present their project and address Policy Committee questions.

Attachments: #3 - Memo, Allocation of RVMPO Discretionary Funds; applications (with maps, photos, etc.) will be available electronically at the meeting. Applications will also be available on the RVMPO website at www.rvmppo.org; RVMPO 2016-2018 Funding Requests spreadsheets

- 7. RVMPO Planning Update..... Jonathan David**
- 8. Public Comment.....Chair**
- 9. Other Business / Local BusinessChair**
Opportunity for RVMPO member jurisdictions to talk about transportation planning projects.
- 10. AdjournmentChair**

The next MPO Policy Committee meeting is scheduled for Tuesday, March 25 at 2:00 p.m. in the Jefferson Conference Room, RVCOG, Central Point.

- The next MPO PAC meeting is scheduled for Tuesday, March 18 at 5:30 p.m. in the Jefferson Conference Room, RVCOG, Central Point.
- The next MPO TAC meeting is scheduled for Wednesday, March 12 at 1:30 p.m. in the Jefferson Conference Room, RVCOG, Central Point.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT SUE CASAVAN, 541-423-1360. REASONABLE ADVANCE NOTICE OF THE NEED FOR ACCOMMODATION PRIOR TO THE MEETING (48 HOURS ADVANCE NOTICE IS PREFERABLE) WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.

**SUMMARY MINUTES
ROGUE VALLEY MPO POLICY COMMITTEE
JANUARY 28, 2014**



The following attended:

NAME	REPRESENTING	PHONE
<u>MPO Policy Committee</u>		
Al Densmore	City of Medford	282-1415
Art Anderson	ODOT	774-6353
Bill Cecil	Talent	535-1566
Don Skundrick	Jackson County	774-6118
Bruce Sophie for Jeff Bellah	City of Phoenix	535-1634
Jim Lewis	City of Jacksonville	899-7023
Mike Quilty	City of Central Point	664-7907
Rich Rosenthal	City of Ashland	941-1494
Ruth Jenks	City of Eagle Point	941-8537
<u>Staff</u>		
Jonathan David	RVCOG	423-1338
Dan Moore	RVCOG	423-1361
Andrea Napoli	RVCOG	423-1369
Bunny Lincoln	RVCOG	944-2446

Others Present

11 members of the public were present.

1. Call to Order / Introductions/ Review Agenda -

Mike Quilty called the meeting to order at 2:05 p.m. Committee began with introductions. Jonathan David was introduced as the new RVCOG Program Planning Manager, and Bunny Lincoln as the new Contract Recorder for both the Rogue Valley and Middle Rogue MPOs.

2. Review / Approve Minutes -

Quilty asked if there were any additions or corrections to the November meeting minutes.

On a motion by Jim Lewis and seconded by Rich Rosenthal the minutes were unanimously approved as presented.

3. Public Comment -

None.

Action Items:

4. RVMPO Public Advisory Council (PAC) Bylaws –

Andrea Napoli, RVCOG, presented an overview of the PAC recommended revision to the Bylaws. Substantive changes included:

- **Article III Section 1 (a.)** - Addition of special interest groups for Public Health and Senior Citizens
- **Article IV, Section 1(c.)** - Removal of Super Majority provisions
- **Article V – Section 3 (a.)** - The PAC Chairman will be a voting member

The Council held a round table discussion on the following items:

- Clarification that the PAC Chairman will be a voting member
- The differentiation between regular and special meetings as related to members' attendance requirements, and that a "quorum" for a particular meeting would be composed of appointed Council members
- The fact that anyone may request a PAC application
- Clarification of the "Public Health" representation on the PAC, and its nexus with the "active" transportation concept
 - Mike Montero spoke to the fact that the State, as part of the tentative "Options Plan" and "Lease Cost Model", is specifically looking for representation from the medical community or entities closely linked to it.
 - Art Johnson pointed out that there is still an ongoing effort to fully understand the "active" transportation philosophy
 - It was concluded that the PAC application screening/appointment process would allow sufficient oversight, on multiple levels, to assure that any Public Health representative would meet the spirit and intent of the Policy Committee and others who might be involved.

On a motion by Don Skundrick and seconded by Jim Lewis the Bylaws were unanimously approved as revised.

5. RVMPO Public Advisory Council Member Appointments –

Aaron Prunty, Eagle Point, and Mike Stitt, Phoenix applied for PAC reappointment. Ron Holthusen, Jacksonville, and David Chapman, Ashland applied for PAC appointment. Ed Danehy applied to be moved from Jacksonville representation to the Senior Citizen special interest group.

On a motion by Don Skundrick and seconded by Al Densmore the applications and special interest reappointment were unanimously approved.

Report Items:

6. Discretionary Funding Project Applications Report -

Dan Moore presented an overview of the thirteen (13) submitted CMAQ/STP applications (see

attachments #1 - RVMPO Discretionary Funding Requests, FFY 2016-2018, and #2 – RVCOG Memo on Project Applications), along with the schedule for their review and approval process. The remainder of the process will include reviews by the TAC, PAC and Policy Committee, and extend through July, 2014, when the final projects will be submitted for the Governor’s signature; and USDOT issues federal Air Quality Conformity Determination.

Rich Rosenthal asked about the unused CMAQ funds, and Mr. Moore responded that they would be rolled into the 2016-18 CMAQ totals, as opposed to soliciting additional project applications.

Mike Quilty spoke as an advocate for CMAQ funding expenditures to purchase a new, hybrid vehicle for use by RVCOG staff and other MPO representatives. He pointed out that the cost would be shared, on a 50/50 basis, by both the RVMPO and MRMPO. He further stated that, considering current rental car and other COG transportation expenses that the new vehicle could reasonably be expected to pay for itself within two (2) years.

There was a brief discussion regarding a standard format for upcoming presentations by individual project applicants, but, as no format has been established to date, no clear determination was made on this issue.

7. Annual Obligations Report – (see attachment #3)

Dan Moore shared the Report with the Committee, stipulating that its purpose was to provide public transparency on funding expenditures. Al Densmore asked about Lozier Lane costs because the improvements are actually a joint Jackson County and City of Medford project. John Vial stipulated that the County was the lead agency, and was listed as such in the State Transportation Improvement Program (STIP). Committee members agreed that it would be prudent, and better serve to inform the public, if there were footnotes to denote any shared projects and funding. Mike Quilty also said that it would be advantageous to see the actual CMAQ fund totals passing through the RVCOG in a fiscal year.

8. RVMPO Planning Update -

Jonathan David updated the Committee on his extensive travels to meet with other MPO working groups, the primary goal being to determine how available local, State and federal can be used more effectively because 50% of STP funds are allocated to Air Quality. He is also involved with formulating the COG’s Unified Planning Work Program for the coming year, as well as the TIP. Based upon various Committee questions, he went on to explain that most of the interaction he is doing now with the other MPOs is related to determining what is essential work, versus what might be considered a “wish list” in terms of priorities. The smaller MPOs are thinking about coordinating modeling in the future for economy of scale, with the hope of achieving equal benefits for smaller MPOs.

9. Public Comment

None received.

10. Other Business / Local Business

Based upon a query from Mike Quilty, the Council was advised by Art Anderson not to offer comment on Josephine County’s expressed intent to withdraw from RVACT, and further explained that the State would be holding discussions on the issue next week with those involved.

Other information presented dealt with:

- Information to be disseminated to the public on the Highway 99 corridor project, the opportunity for affected municipalities and organizations to request specific ODOT presentations on the project and the planned ODOT public open house in March
- Progress on the Fern Valley interchange
- Highway 62 improvement bid information will be provided at a later date

11. Adjournment

The meeting was adjourned at 3:05 p.m.

DRAFT



**Rogue Valley
Metropolitan Planning Organization**

Regional Transportation Planning

Ashland • Central Point • Eagle Point • Jacksonville • Medford • Phoenix • Talent • White City
Jackson County • Rogue Valley Transportation District • Oregon Department of Transportation

DATE: February 19, 2014
TO: Policy Committee
FROM: Jonathan David, Planning Program Manager
SUBJECT: FY 2015 RVMPO Dues Recommendation and UPWP Discussion

This memo addresses two related items for the coming fiscal year: setting RVMPO member dues and providing input on the draft Unified Planning Work Program (UPWP). Staff is seeking approval on the dues for the coming year. The TAC recommends approval. Remaining UPWP information is provided for discussion and future comment.

RVMPO Member Dues

Staff proposes maintaining the dues formula and rate that was approved by the Policy Committee in February 2013. The rate, \$0.16 per capita, would generate a total of \$27,321 for the 2015 fiscal year.

Table 1, below, summarizes population and proposed dues for each jurisdiction. Population estimates are certified July 1, 2013 from Portland State University.

Table 1

RVMPO Proposed 2014-15 Dues			
Member Jurisdictions	Population	Dues Rate per Capita	Proposed FY2014 Dues
Ashland	20,295	\$0.16	\$3,247
Central Point	17,315	\$0.16	\$2,770
Eagle Point	8,575	\$0.16	\$1,372
Jacksonville	2,840	\$0.16	\$454
Medford	75,920	\$0.16	\$12,147
Phoenix	4,570	\$0.16	\$731
Talent	6,170	\$0.16	\$987
White City*	8,252	\$0.16	\$1,320
Jackson County**	26,820	\$0.16	\$4,291
<i>Total</i>	170,758		\$27,321

All population estimates are Portland State University certified (July, 2013)

*White City estimated population is 4% of total county population

** Jackson County estimated population w/in RVMPO boundary & excluding cities is 13 percent of total population

Total Jackson County estimated population: 206,310

Dues provide funding for general operations, primarily activities that require local funds including lobbying and local match obligations. Dues pay for Policy Committee participation in advocacy activities for which federal funds cannot be used, including the Oregon MPO Consortium, the Association of Metropolitan Planning Organizations and the West Coast Corridor Coalition. Dues can also be used to supplement the MPO’s planning budget.

Table 2 summarizes anticipated use of FY2015 member dues, which includes estimated dues carryover from Fiscal Years; 2011, 2012, 2013 and 2014.

Table 2

Policy Committee Dues, Travel; state, regional, national	\$11,250.00
UPWP Work Activities Support	\$14,820.00
RVCOG CMAQ-Funded Hybrid Matching Funds	\$1,251.00
2011, 12, 13 & 14 Dues Carryover MOVES Modeling Support*	\$25,000.00
*Includes \$10,000 Estimated 2014 Dues Carryover	\$52,321.00

MPO dues in the amount of \$25,000 is proposed to be used to retain a consultant to perform needed MOVES air quality emissions modeling for regionally-significant, Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP) amendments and for development of the CO and PM₁₀ Limited Maintenance Plans (LMPs).

Draft UPWP

Tables on the next two pages summarize spending proposed in the draft 2015 UPWP (Table 3), and the status and changes in program activity (Table 4).

The draft UPWP will be submitted for review by federal and state planning partners (Federal Highway Administration, Federal Transit Administration and ODOT). Staff is asking jurisdictions, to suggest changes to the draft UPWP, which could be incorporated into a final draft for public hearing in April. The Policy Committee will be asked to adopt the work plan at that time.

Table 3: Summary FY2015 Draft UPWP Activities

RVMPO FY 2015 UPWP BUDGET						
Transportation Planning Funds by Source and Activity						
	FHWA MPO Planning Funds (1)	FTA 5303 (2)	MPO Dues (3)	TGM (4)	In-Kind Match (2)	Total Budget (5)
Work Tasks						
1. Program Management						
1.1 Office & Personnel Mgmt: Fiscal & Grant Admin.	\$120,000	\$10,988	\$12,500	\$0	\$2,747	\$146,235
1.2 UPWP Development & UPWP Progress	\$12,000	\$1,000	\$250	\$0	\$250	\$13,500
1.3 Public Education and Involvement Program	\$19,000	\$1,000	\$250	\$0	\$250	\$20,500
1.4 Interagency & Jurisdictional Coordination	\$18,000	\$3,000	\$750	\$0	\$750	\$22,500
1.5 Grant Writing	\$3,000	\$0	\$0	\$0	\$0	\$3,000
Totals	\$172,000	\$15,988	\$13,750	\$0	\$3,997	\$205,735
2. Short Range Planning						
2.1 TIP Activities	\$15,000	\$8,000	\$1,500	\$0	\$2,000	\$26,500
2.2 Air Quality Conformity	\$23,000	\$6,000	\$12,500	\$0	\$1,500	\$43,000
2.3 Local Jurisdiction Technical Assistance	\$3,000	\$2,000	\$0	\$0	\$500	\$5,500
2.4 STP & CMAQ Project Funds Management	\$10,000	\$5,000	\$750	\$0	\$1,250	\$17,000
Totals	\$51,000	\$21,000	\$14,750	\$0	\$5,250	\$92,000
3. Long Range Planning						
3.1 ITS Operations & Implementation Plan Coordination	\$3,000	\$1,000	\$250	\$0	\$250	\$4,500
3.2 RTP Implementation/Safety, Regional Problem Solving Integration	\$8,000	\$7,000	\$500	\$0	\$1,750	\$17,250
3.3 2017 - 2042 RTP Development	\$15,000	\$7,000	\$1,000	\$0	\$1,750	\$24,750
3.4 RVMPO Freight Plan Update	\$7,500	\$7,000	\$1,000	\$0	\$1,750	\$17,250
3.5 PM10 & CO Limited Maintenance Plans	\$12,649	\$7,000	\$12,500	\$0	\$1,750	\$33,899
3.6 Alternative Measures Benchmark Analysis	\$0	\$0	\$0	\$68,000	\$9,300	\$77,300
Totals	\$46,149	\$29,000	\$15,250	\$68,000	\$16,550	\$174,949
4. Data Development						
4.1 Research & Analysis Program	\$21,000	\$16,534	\$4,224	\$0	\$4,134	\$45,892
4.2 Data collection/analysis for Title 6 & EJ	\$3,000	\$1,000	\$4,347	\$0	\$250	\$8,597
Totals	\$24,000	\$17,534	\$8,571	\$0	\$4,384	\$54,489
5. Transit						
5.1 Transit Planning Coordination	\$0	\$35,340	\$0	\$0	\$8,835	\$44,175
Totals	\$0	\$35,340	\$0	\$0	\$8,835	\$44,175
Totals	\$293,149	\$118,862	\$52,321	\$68,000	\$39,016	\$571,348

(1) FHWA MPO Planning funds are allocated to the RVMPO by formula and consist of 89.73% federal funds and 10.27% state match. Federal Share: \$263,043; Oregon Match: \$30,106; Total \$293,149 for FY 2014.

(2) Section 5303 funds are provided for transit-related metropolitan planning activities. Total 2015 allocation consists of 80% federal (\$66,818) and a required 20% local share (\$16,704) provided by RVMPO member in-kind contributions (meetings & technical document reviews). Task 5 includes \$35,340 in carryover from FY2012 and FY2013.

(3) MPO annual dues are paid by MPO member jurisdictions: Ashland, Talent, Jacksonville, Eagle Point, Medford, Central Point, Phoenix, Jackson County. Includes \$25,000 estimated carryover.

4) RVCOG received TGM grant funds to do Alternative Measures Benchmark Analysis.

5) RVCOG acting on behalf of the the RVMPO will apply for and otherwise obtain these funds. RVCOG will carry out the tasks described in this UPWP.

Note: The revenues contained in the UPWP represent the best estimates of expected funding and planning priorities at this time. These priorities and funding levels may change over time. Actual ODOT funding commitments are finalized through specific IGAs. The identified dollar amounts may include subcontracted activities.

Table 4: 2014 UPWP status, 2015 Proposed Program Activity

	Total Budget	Activity in 2013-14	Proposed 2015 Budget	Proposed for 2014-15
Work Tasks				
1. Program Management				
1.1 Office & Personnel Mgmt: Fiscal & Grant Admin.	\$201,985	Continued tasks from 2013; maintained committee and records. Created Citizen's Guide brochures.Public involvement included additional tasks for the 2015-2018 MTIP, Continued website updates.	\$205,735	Generally, continue tasks from 2014; maintain committee and records. Publish updated Citizen's Guide. Continue website updates. Anticipate MAP-21 rulemaking; track & implement required federal changes
1.2 UPWP Development & UPWP Progress				
1.3 Public Education and Involvement Program				
1.4 Interagency & Jurisdictional Coordination				
2. Short Range Planning				
2.1 TIP Activities	\$97,500	Developed 2018 MTIP, including updating project funding criteria/process, soliciting, evaluating, selecting projects for STP and CMAQ. Maintained current MTIP and fund balances/project tracking. Published Annual Listing of Obligated Projects FFY2013. Coordinated with Sierra Research (consulting firm) to implement EPA's MOVES software for air quality conformity. Assist jurisdictions as requested on planning.	\$92,000	Maintain current MTIP and fund balances/project tracking. Publish Annual Listing of Obligated Projects FFY2014. Coordinate with Sierra Research and agencies to implement EPA's MOVES software for air quality conformity. Assist jurisdictions as requested on planning.
2.2 Air Quality Conformity				
2.3 Local Planning Technical Assistance to Jurisdictions				
2.4 STP & CMAQ Project Funds Management				
3. Long Range Planning				
3.1 ITS Operations & Implementation Plan Coordination	\$36,399	Working on ITS Plan update. RTP 2038 maintained plan.Developing a plan for updating Safety Profile. Addressing Oregon planning requirements (RTSP, Alternative Measures, Greenhouse Gas reduction).	\$174,949	Update and maintain ITS Plan; RTP 2038 implementation of performance measures; maintain plan. Develop timeline and workplan for the 2017-42 RTP; Maintain Safety Profile, RVMPO Freight Plan update; Develop CO & PM10 Limited Maintenance Plans (LMPs); Conduct Alternative Measures benchmark analysis.
3.2 RTP Implementation, Safety, RPS Integration				
3.3 2017-2042 RTP Development				
3.4 RVMPO Freight Plan Update				
3.5 PM10 & CO Limited Maintenance Plans				
3.6 Alternative Measures Benchmark Analysis				
4. Data Development/Maintenance				
4.1 Research & Analysis Program	\$51,807	Research & Analysis: Continued coordination with TPAU for development and improvement of travel demand model, focusing on transit forecasting, land use, and traffic count data management. Develop (w/ODOT) strategic plan for RVMPO modeling improvements for 2017 re-calibration. Review process for local land use data for model. Begin scoping model update needs for next RTP update. Develop reports with Oregon Household Survey data. Continue model training by ODOT as available. Continue examining scenario planning options and other requirements for greenhouse gas reductions. Continue GIS activities, updates. EJ Plan - Update including developing process to shift from Census to Survey data.	\$54,489	Research & Analysis Continue support for development, improvement of travel demand model, focusing on transit forecasting, land use, and traffic count data management. Coordinate with TPAU on the strategic plan for RVMPO modeling improvements for 2017 re-calibration. Review process for local land use data for model. Begin scoping model update needs for next RTP update. Develop reports with Oregon Household Survey data. Continue model training by ODOT as available. Continue examining scenario planning options and other requirements for greenhouse gas reductions. Continue GIS activities.
4.2 Data collection/analysis for Title 6 & EJ				
5. Transit				
5.1 Hwy 99 Transit Service Conceptual Development (RVTD Project)	\$44,175	For RVTD identified use (funded with MPO FTA carryover (FY2012, 2013))	\$44,175	For transit planning coordination
Totals				
2013-14 Total (excluding Task 5)	\$387,691		2014-15 Proposed Total	\$571,348



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DATE: February 19, 2014
TO: Policy Committee
FROM: Jonathan David
SUBJECT: RVMPO Discretionary Fund Workshop

This memo provides some background for the workshop discussion of current applications for the region's Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) program funds. The workshop session is an informal way for the Policy Committee to learn about the projects. Applicants will present their projects based on the order listed in Table 1 below.

Table 1: Applications for Discretionary Funds

Project Number	Agency	Project Description	Total STP Funds Available 2016-18	Total CMAQ Funds Available 2014	Total CMAQ Funds Available 2016-18	Total Federal Funds Available 2016-18*
			\$2,824,560	\$189,662	\$7,741,735	\$10,755,957
			Total STP Fund Request	Total CMAQ Fund Request	Total CMAQ Fund Request	Total Federal Funds Request (STP & CMAQ)
1	Ashland	Chip Seal	\$ -	\$ -	\$ 543,152	\$ 543,152
2	Ashland	E. Nevada Street Extension	\$ 1,961,600	\$ -	\$ -	\$ 1,961,600
3	Central Point	Beebe/Hamrick Traffic Circle	\$ -	\$ -	\$ 1,346,701	\$ 1,346,701
4	Eagle Point	E. Main St./Stevens Rd.	\$ 1,117,000	\$ -	\$ 1,878,000	\$ 2,995,000
5	Jackson County	Regional Active Transportation Plan	\$ 179,460	\$ -	\$ -	\$ 179,460
6	Jackson County	Table Rock Rd	\$ -	\$ -	\$ 3,598,900	\$ 3,598,900
7	Medford	Barnett Road Adaptive Timing	\$ -	\$ -	\$ 275,000	\$ 275,000
8	Medford	Columbus Ave Extension	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
9	Medford	Foothill Rd. - Hillcrest to McAndrews	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000
10	Medford	Springbrook - Cedar Links to Pheasant	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
11	RVCOG	Hybrid Vehicle	\$ -	\$ 10,929	\$ -	\$ 10,929
12	RVTD	Clean Fuel Fleet	\$ -	\$ -	\$ 161,514	\$ 161,514
13	RVTD	Valley Feeder Pilot Project	\$ -	\$ -	\$ 100,000	\$ 100,000
Total Funding Requests			\$ 3,258,060	\$ 10,929	\$ 12,903,267	\$ 16,172,256
Funding Shortfall			(\$433,500)	\$178,733	(\$5,161,532)	(\$5,416,299)
*includes current CMAQ balance						

The TAC will finalize and forward funding recommendations to the Policy Committee at their March 12, 2014 meeting. The Public Advisory Council will make their recommendations at their March 18, 2014 meeting. The Policy Committee will be asked to tentatively approve projects at their March 25, 2014 meeting.