

# AGENDA

## Rogue Valley Metropolitan Planning Organization Policy Committee



**Date:** Tuesday, February 23, 2021

**Time:** 2:00 p.m.

**Location:** Join Zoom Meeting

<https://us02web.zoom.us/j/84095208389?pwd=SEQra3RBamQrNFhNeTJMNUQ2SFVSdz09>

Meeting ID: 840 9520 8389

Passcode: 481737

Phone #: 253 215 8782

**Contact:** Office Specialist, RVCOG: 541-423-1375  
RVMPO website: [www.rvmppo.org](http://www.rvmppo.org)

<b>1</b>	<b>Call to Order / Introductions / Review Agenda</b>	<b>Chair</b>
<b>Consent Agenda</b>		
<b>2</b>	<b>Review / Approve Minutes</b>	<b>Chair</b>
<i>Attachment</i>	#1   RVMPO Policy Committee Meeting Draft Minutes <a href="#">11/24/2021</a>	
<b>Action Items</b>		
<b>3</b>	<b>Election of Officers</b>	<b>Karl Welzenbach</b>
<i>Background</i>	In accordance with the bylaws of the TAC Officers shall be elected in February of each year. The Chair and Vice-Chair shall serve a term of one year.	
<i>Attachment</i>	#2   <a href="#">Policy Committee Bylaws</a>	
<i>Action Requested</i>	<i>Election of Officers</i>	
<b>PUBLIC HEARING</b>		
<b>Chair will read the public hearing procedures</b>		
<b>4</b>	<b>Amendments to the 2021–2024 Transportation Improvement Program (TIP)</b>	<b>Ryan MacLaren</b>
<i>Background</i>	The Policy Committee is being asked to review the adoption of amendments to the 2021–2024 Transportation Improvement Program (TIP) to include the	

	<p>following project(s):</p> <ul style="list-style-type: none"> <li>OR 99 Coleman Creek – Glenwood</li> </ul> <p>The 21-day public comment period and public hearing was advertised on or before Tuesday, February 2, 2021 in the <i>Medford Mail Tribune</i>, and information is currently available on the RVMPO website.</p> <p><b>NOTE:</b> This item was discussed at length at the TAC meeting. The primary concern of the TAC was an apparent confusion about the relationship between this initiative and the ongoing planning effort for this corridor in response to the fire damage that so disrupted the communities along OR 99. The TAC decided to table this action until they could hear back from ODOT as to how these two initiatives would interact. This item was advertised earlier in the month and therefore the Policy Committee needs to address this issue.</p>
<i>Attachment</i>	#3   <a href="#">TIP Amendments</a>
<i>Action Requested</i>	Determination of the Policy Committee
<b>Discussion Items</b>	
<b>5</b>	<b>Unified Planning Work Program for 2021-22</b> <b>Karl Welzenbach</b>
<i>Background</i>	Each year the RVMPO is required to develop the Unified Planning Work Program for the upcoming fiscal year. This document identifies all federal, state, and local planning funds that will be expended in the MPO area and on which tasks those funds will be expended.
<i>Attachment</i>	#4   <a href="#">Draft 2021-22 UPWP</a>
<b>6</b>	<b>RVMPO Dues for FY 2021-22</b> <b>Karl Welzenbach</b>
<i>Background</i>	Each year the MPO assesses dues for each member jurisdiction. Dues are assessed at the rate of \$0.16 per capita.
<i>Attachment</i>	#5   <a href="#">Draft memo for dues for FY 2021-22</a>
<b>7</b>	<b>Public Comment</b> <b>Chair</b>
<b>Regular Updates</b>	
<b>8</b>	<b>RVMPO Planning Update</b> <b>Karl Welzenbach</b>
<b>9</b>	<b>Other Business / Local Business</b> Opportunity for RVMPO member jurisdictions to talk about transportation planning projects. <b>Chair</b>

<b>10</b>	<b>Adjournment</b>	<b>Chair</b>
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- The next RVMPO Policy Committee meeting will be **Tuesday, March 23, 2021, at 2:00 p.m.** in the Jefferson Conference Room, RVCOG, Central Point.
- The next RVMPO TAC meeting will be **Wednesday, March 10, 2021 at 1:30 p.m.** in the Jefferson Conference Room, RVCOG, Central Point.
- The next RVMPO PAC meeting is scheduled for **Tuesday, March 16, 2021, at 5:30 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 RVCOG, 541-664-6674. 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 Meeting  
November 24, 2020**



The following attended:

<b>Voting Members</b>	<b>Organization</b>	<b>Phone Number</b>
Art Anderson	ODOT	774-6353
Rick Dyer	Jackson County	774-6118
Eleanor Ponomareff	City of Talent	727-2444
Jim Lewis, <b>Chair</b>	City of Jacksonville	899-7023
Kevin Stine	City of Medford	774-2000
Mike Quilty, <b>Vice Chair</b>	City of Central Point	664-7907
Rich Rosenthal	City of Ashland	941-1494
Ruth Jenks	City of Eagle Point	941-8537
Christ Luz	City of Phoenix	535-1955
Tonia Moro	RVTD	973-2063
<b>Alternate Voting Members Present</b>	<b>Organization</b>	<b>Phone Number</b>
Alex Georgevitch	Medford	
John Vial	Jackson County	774-6238
Julie Brown	RVTD	
Mike Baker	ODOT	
<b>Staff</b>	<b>Organization</b>	<b>Phone Number</b>
Karl Welzenbach	RVCOG	423-1360
Ryan MacLaren	RVCOG	423-1338
Kelsey Sharp	RVCOG	423-1375
<b>Interested Parties</b>	<b>Organization</b>	<b>Phone Number</b>
Paige West	RVTD	On File
Karl McNair		On File

Kelly Madding		On File
Mike Kuntz	FHWA	On File

RVMPO Policy Committee Meeting Agenda Packet: [November 24, 2020](#)

Full meeting recording: [2020-11-24 Audio Recording](#)

**1. Call to Order / Introductions / Review Agenda 00:00 – 01:50**

2:00 p.m. | *Quorum: 6 Jurisdictions Represented*

**2. Review / Approve Minutes: 01:50 – 02:49**

**02:22** | *Mike Quilty moved to approve the September 29, 2020 Policy Committee meeting minutes as presented. Seconded by Chris Luz.*

*No further discussion.*

*Motion carried unanimously by voice vote.*

**Public Hearing 02:49 – 08:21**

**3. Amendments to the 2021-2024 Transportation Improvement Program (TIP) 02:49 – 08:21**

*Jim Lewis opened the Public Hearing.*

*No public comments received.*

**07:41** | *Mike Quilty moved to approve the amendments to the 2021-24 TIP. Seconded by Tonia Moro.*

*No further discussion*

*Motion carried unanimously by voice vote.*

*Jim Lewis closed the Public Hearing.*

**Discussion Items**

**4. Alameda Fire Application 17:33 – 01:01:50**

*Presentation provided by Art Anderson.*

*Comment from Tonia Moro: This project may want to go through the usual policy of soliciting funds and come back to the Policy Committee after.*

*Question from Mike Quilty: Recently there has been a change on what the Policy Committee can spend CMAQ funding on, is this project eligible for that funding?*

*CMAQ funding is a smaller part of the funding, there are parts of this project that will be eligible*

*for this funding.*

*Comment from Kevin Stine: Agreeing with Tonia Moro's comment above. There are talks of vacating funds from the City of Medford for now with hopes of picking them back up in the next funding cycle. City of Medford for now is open to this proposal.*

*Question from Chris Luz: What has changed from the previous project due to the fire?*

*There are no physical changes to the design, there is hopes of "generating" a real plan for how this project can help those that have lost their properties with benefits that can help.*

*Comment from Jim Lewis: Any work that gets done will have parallel work that needs to be done with utilities, there should be more talk with those that will do the work, and more talk about how they will get the work done.*

*Comment from Rick Dyer: Raising concerns about how this project will help with rebuilding of the properties lost, and the construction inhibiting the efforts.*

*Comment from John Vial: Clarification that the County thinks this is a good project and raising concerns about delaying other projects already funded that have shown need in the past. Raising concerns about the lack of communication between ODOT and other cities, as well as the amount of funding requested.*

*Calcification from Jenna Marmon: The Safe Routes funding includes both the Safe Routes award and the ODOT match. The project submitted is a smaller project from before the fires for wider and more sidewalks.*

*Question from Ruth Jenks: City of Eagle Point has a Safe Routes to School request pending currently, will the determination of this project effect those requests?*

*This is a competitive program, there is \$26 million to be distributed, so this is being treated as any other project application.*

*Question from Rich Rosenthal: Are there any projects from ODOT that can be postponed to help with the funding of this project?*

*With this kind of project, the funds will more than likely come from this region. There are other possibilities, however it is unlikely they will get approved.*

*Comment from Julie Brown: The OCT was given a briefing on the fires across the state, the OCT is currently looking into ways to help mitigate some of the damages. There have been discussions about this project and help from the local level will help.*

*Comment from Tom Humphrey: There has been discussion with the people effected by the fire about how they want to rebuild, if they want to change or stay how it was before. There has been discussion of changing the plans to help with speeding, safety, etc. There have been other projects proposed from the cities.*

**57:41** | *Proposition from Jim Lewis to start with a scoring from the TAC of the proposal and then come back to the Policy Committee.*

*Question from Art Anderson: Would it be possible to have it scored as well as discuss possible alternatives to funding?*

**59:00** | Clarification of what is being asked of the TAC: the application will be brought to the RVMPO TAC and have it scored, as well as looking at other possible funding scenarios.

Kevin Stine moved to ask the TAC for a score on the Alameda Fire Application, as well as other possible funding scenarios. Seconded by Chris Luz.

No further discussion.

Motion carried unanimously by voice vote.

### **Discussion Items**

#### **5. Public Comment | 01:01:50 – 01:02:29**

Provided by Michael Montero.

#### **Regular Updates**

#### **7. RVMPO Planning Update | 01:02:29 – 01:07:20**

Provided by Karl Welzenbach. Updates on ODOT's financial projections.

#### **8. Other Business / Local Business 01:07:20 – 01:08:52**

Rick Dyer bringing up many members are terming out of the Policy Committee during January.

#### **9. Adjournment**

3:11 p.m.

#### Scheduled Meetings

RVMPO Policy Committee | December 22, 2020 | 2:00 p.m.

RVMPO TAC | December 09, 2020 | 1:30 p.m.

RVMPO PAC | January 19, 2020 | 5:30 p.m.

**B Y L A W S**  
**ROGUE VALLEY COUNCIL OF GOVERNMENTS (RVCOG)**  
**METROPOLITAN PLANNING ORGANIZATION (MPO)**  
**POLICY COMMITTEE**

**Article I**

Name

This committee, established pursuant to the Governor's MPO designation letter, dated July 26, 1982, shall function as the Metropolitan Planning Organization (MPO) for the Medford Urbanized Area.

**Article II**

Purpose

The purpose of the MPO Policy Committee is to identify transportation policies, issues, and needs which are area wide in scope and to plan and recommend actions in areas of intergovernmental concern. It is the MPO's responsibility to insure that transportation decisions are consistent with area wide goals and objectives.

The MPO Policy Committee will be supported by advisory committees as it deems appropriate.

The responsibilities of the MPO Policy Committee are to:

- a. Provide policy direction in the development of the area wide transportation plans and work programs.
- b. Recommend transportation plans, policies, programs and priorities to the participating units of government for their adoption as appropriate.
- c. Help member agencies coordinate their respective implementation programs.
- d. Serve as the forum for joint, cooperative discussion and decision-making.
- e. Prepare, update, and adopt the Regional Transportation Plan and Transportation Improvement Program.
- f. Annually prepare and adopt a Unified Planning Work Program.
- g. Prepare other administrative documents, which may be required to carry out the transportation planning process.
- h. Keep RVCOG Board of Directors apprised of activities of the MPO process.



## Article III

### Membership - Voting

#### Section 1. Membership of the Committee

- a. The MPO Policy Committee shall consist of ten (10) members appointed by their governmental unit. These are:
  - City of Medford
  - Rogue Valley Transportation District (RVTD)
  - City of Central Point
  - Jackson County
  - City of Phoenix
  - Oregon Department of Transportation (ODOT)
  - City of Ashland
  - City of Talent
  - City of Jacksonville
  - City of Eagle Point
- b. Each Policy Committee member may designate, in writing, an alternate representative to serve at meetings during said member's absence. The representative shall have full voting privileges in the member's absence.

#### Section 2. Appointment and Tenure of Committee Membership

- a. Each jurisdiction with membership on the committee shall appoint its representatives.
- b. Members shall serve until they are replaced by their jurisdictions.

#### Section 3. Voting Privileges

- a. Each member jurisdiction shall be entitled to one vote on all issues presented at regular and special meetings at which the jurisdiction is present.
- b. In an emergency, telephone polls/votes may be conducted in lieu of a meeting with approval of the chair. Votes will be formalized at the next meeting.

## Article IV

### Meetings

#### Section 1. Regular Meetings

- a. The committee shall hold its regular meeting on the fourth Tuesday of every month except as otherwise agreed.
- b. The local newspaper must receive notification of meetings at least 24 hours prior to any meeting.
- c. Written minutes will be taken at each meeting. The chair shall enter into discussions and vote, the same as any other voting member.

#### Section 2. Special Meetings

- a. Special meetings may be called by the chair, vice-chair or MPO transportation staff on two days notice.
- b. The person or persons calling such special meeting shall fix the time and place for holding of such meeting.

#### Section 3. Conduct of Meetings

- a. Official action may be taken by the committee when a quorum is present.
- b. A quorum shall consist of the majority of member jurisdictions.
- c. The voting on all questions coming before the MPO Policy Committee shall be by voice vote. Any member may ask for "Super Majority" (two thirds of voting members plus one) roll call vote if consensus (unanimity) cannot be reached on an MPO decision item/issue. The ayes and nays shall be entered in the minutes of such meeting.
- d. Parliamentary Procedure as defined in Robert's Rules of Order Newly Revised will be followed and the Oregon Open Meeting Law (ORS 192.610 to 192.690) requirements will be adhered to at all times.

## Article V

### Officers and Duties

#### Section 1. Officers

- a. The officers of the committee shall be a chair and vice-chair to be elected at the February meeting.
- b. The voting members of the committee shall nominate members for officer positions.
- c. Positions shall be filled by the person receiving a simple majority of the votes.

#### Section 2. Term of Office

- a. The officers shall hold office for a period of one year, beginning at the close of the February meeting.
- b. If the officer positions are vacant at the February meeting, the longest tenured committee member present shall serve as temporary chair of the meeting. The temporary chair will facilitate the meeting until a new chair/vice chair is elected.
- c. If both the Chair and Vice Chair are absent from a meeting, the longest tenured committee member present shall serve as temporary chair of the meeting. The temporary chair will have full authority of the Chair for the duration of the meeting, and including subsequent actions as directed by the committee.

#### Section 3. Duties

- a. The chair shall preside at all meetings and is entitled to vote on all issues.
- b. The chair shall appoint subcommittees as required and specify assignments and deadlines of subcommittee reports.
- c. The vice-chair shall conduct all meetings of the committee in the absence of the chair.

#### Section 4. Planning Program Manager

- a. The RVMCOG's Planning Program Manager shall be a non-voting member of the committee. The program manager shall be responsible for staff support of the committee, including minute taking and record keeping.

## Article VI

### Subcommittees

#### Section 1. Subcommittees

- a. Subcommittees as needed shall be appointed by the chair.
- b. The members of subcommittees shall serve until the work of the subcommittees is completed, or until their successors have been elected or appointed.
- c. Subcommittees must have at least one member who is a member of the Policy Committee.
- d. The Policy Committee Chair and the Planning Program Manager shall serve as non-voting members of all subcommittees.
- e. The committee, by a majority vote, may dissolve subcommittees or remove individual members with or without cause.

#### Section 2. Subcommittee Meetings

- a. Meetings of each subcommittee may be called by its chair, by the chair of the Technical Advisory Committee (TAC), by any two subcommittee members or by MPO transportation staff on two days notice. A majority of the members of each subcommittee shall constitute a quorum, and an act of the majority of the quorum present at the meeting shall constitute the act of the subcommittee.

## Article VII

### Amendments to the Bylaws

#### Section 1.

- a. These bylaws may be amended or repealed or new bylaws may be adopted by a Super Majority vote of two-thirds plus one of the members of the committee present at any regular or special meeting called for that purpose. This also includes amending the bylaws to include new members. Written notice of proposed amendments shall be given to the membership of the committee at least thirty (30) days prior to the date of the meeting at which the bylaws are to be considered.

**Article VIII**

Effective Date

Section 1.

- a. Any other rules, procedures, or Bylaws of the MPO Policy Committee previously adopted are repealed.
- b. These Bylaws shall be effective upon adoption. A certified copy shall be maintained by the Planning Program Manager.

Adopted by the MPO Policy Committee:

  
Michael G. Quilty, Chair

June 24, 2008

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Date



**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 1, 2021  
 TO: RVMPO Technical Advisory Committee  
 FROM: Ryan MacLaren, Senior Planner  
 SUBJECT: TIP Amendments

The TAC is being asked to make recommendations to the Policy Committee on the proposed TIP amendments described below and on the following pages. The Policy Committee will hold a public hearing at 2:00 p.m. on Tuesday, February 23, 2021 to consider adoption of the proposed TIP amendments. A press release for the 21-day public comment period and public hearing was sent on or before February 2<sup>nd</sup> to the Medford Tribune, and information is currently available on the RVMPO website. Information on the projects is enumerated, below:

**A. Add Project in TIP: OR 99: Coleman Creek - Glenwood (KN TBD)**

Description: The work on OR99 (Hwy 063), MP 10.23 – 11.03, will upgrade the road from the north terminus of Coleman Creek culvert out to Glenwood Road. It consists of widening the road for sidewalks and bike lanes, building three improved pedestrian crossings and rebuilding six bus stops. RVTD is a strong partner and has applied for State Transportation Improvement Funds (STIF) to support the effort. SRTS and ADA funding are also part of the full build proposal, leveraging the project budget to approximately \$15M (assuming COVID-19 funding approval). If COVID-19 funding is not approved, the design will still be completed, shelved and added to the 24-27 RVMPO STIP request list for funding. ODOT has heard strong support from the community for helping to fully fund this project in the next STIP cycle.

Project Name	Project Description	RTP Project Number	Air Quality Status	Key #	Federal Fiscal Year	Phase	Federal		Federal Required Match		Total Fed+Req Match	Other		Total All Sources
							\$	Source	\$	Source		\$	Source	
<b>ODOT</b>														
OR 99: Coleman Creek - Glenwood	The work on OR99 (Hwy 063), MP 10.23 – 11.03, will upgrade the road from the north terminus of Coleman Creek culvert out to Glenwood Road. It consists of widening the road for sidewalks and bike lanes, building three improved pedestrian crossings and rebuilding six bus stops.	n/a	Exempt (Table 2)			Planning								\$ -
				TBD	2021	Design	\$ 897,300	R3-FIX IT	\$ 102,700	ODOT	\$ 1,000,000		\$ 1,000,000	
						Land Purchase					\$ -		\$ -	
				TBD	2021	Utility Relocate	\$ 1,345,950	R3-FIX IT	\$ 154,050	ODOT	\$ 1,500,000		\$ 1,500,000	
						Construction					\$ -		\$ -	
						Other					\$ -		\$ -	
		Total FFY21-24			\$ 2,243,250		\$ 256,750		\$ 2,500,000	\$ -	\$ 2,500,000			



**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 3, 2021  
 TO: Technical Advisory Committee  
 FROM: Karl Welzenbach, Planning Program Manager  
 SUBJECT: FY 2021-22 RVMPO Dues Recommendation

This memo addresses the setting of RVMPO member dues. Staff is seeking a recommendation on the dues for the coming year.

**RVMPO Member Dues**

Staff proposes maintaining the dues formula and rate that was approved by the Policy Committee in February of 2013. The rate, \$0.16 per capita, would generate a total of \$30,316 for the 2021-22 fiscal year.

Table 1, below, summarizes population and proposed dues for each jurisdiction. Population estimates are from the July 1, 2019 estimates from Portland State University.

**Table 1**

Member Jurisdictions	RVMPO Proposed 2021-22 Dues			FY2020-21 Dues	Dues Increase
	Population	Dues Rate per Capita	Proposed FY2021-22 Dues		
Ashland	21,105	\$0.16	\$3,377	\$3,354	\$23
Central Point	18,755	\$0.16	\$3,001	\$2,938	\$62
Eagle Point	9,375	\$0.16	\$1,500	\$1,482	\$18
Jacksonville	3,040	\$0.16	\$486	\$482	\$4
Medford	83,115	\$0.16	\$13,298	\$13,034	\$264
Phoenix	4,660	\$0.16	\$746	\$744	\$2
Talent	6,530	\$0.16	\$1,045	\$1,034	\$10
Jackson County	42,896	\$0.16	\$6,863	\$6,297	\$567
<i>Total</i>	<b>189,476</b>		<b>\$30,316</b>	<b>\$29,365</b>	<b>\$951</b>

The RVMCOG staff utilized Portland State University population estimates for the incorporated areas for 2019. Unincorporated population estimates utilize geo-enriched data.

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 FY2021-22 member dues.

**Table 2**

			<b>2021-22</b>	<b>2020-21</b>
Policy Committee Dues, Travel; state, regional, national			\$12,126.46	\$11,746.18
UPWP Work Activities Support			\$18,189.70	\$17,619.26
			\$30,316.16	\$29,365.44