

AGENDA

Rogue Valley Metropolitan Planning Organization Technical Advisory Committee



Date: *Wednesday, February 10, 2021*

Time: *1:30 p.m.*

Location: *Join Zoom Meeting*

<https://us02web.zoom.us/j/84354093009?pwd=SGpqdjVjUEZSZlVZbk5CNW41L1dzZz09>

Meeting ID: 843 5409 3009

Passcode: 922084

Phone#: +1 253 215 8782

Contact: *Office Specialist, RVCOG: 541-423-1375*
RVMPO website: www.rvmppo.org

1	Call to Order / Introductions / Review Agenda	Chair
Consent Agenda		
2	Review / Approve Minutes	Chair
<i>Attachment</i>	#1 RVMPO TAC Meeting Draft Minutes 01/13/2021	
Action Items		
3	Election of Officers	Karl Welzenbach
<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 TAC Bylaws	
<i>Action Requested</i>	<i>Election of Officers</i>	
4	Amendments to the 2021–2024 Transportation Improvement Program (TIP)	Ryan MacLaren
<i>Background</i>	The TAC is being asked to review the adoption of amendments to the 2021–2024 Transportation Improvement Program (TIP) to include the following project(s): <ul style="list-style-type: none">• OR 99 Coleman Creek – Glenwood	

	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.	
<i>Attachment</i>	#3 TIP Amendments	
<i>Action Requested</i>	Recommendation of approval to the Policy Committee.	
Discussion Items		
5	Unified Planning Work Program for 2021-22	Karl Welzenbach
<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 Draft 2021-22 UPWP	
6	RVMPO Dues for FY 2021-22	Karl Welzenbach
<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 Draft memo for dues for FY 2021-22	
7	Public Comment	Chair
Regular Updates		
8	RVMPO Planning Update	Karl Welzenbach
9	Other Business / Local Business Opportunity for RVMPO member jurisdictions to talk about transportation planning projects.	Chair
10	Adjournment	Chair

- 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 Policy Committee meeting will be **Tuesday, February 23, 2021 at 2:00 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 Technical Advisory Committee
January 13, 2021**



The following attended:

Voting Members	Organization	Phone Number
Alex Georgevitch, Chair	Medford PW	774-2114
Charles Bennett	Jackson County PL	774-6115
Ian Horlacher	ODOT	423-1362
Josh LeBombard	DLCD	414-7932
Justin Shoemaker	ODOT	774-6376
Karl Johnson	Ashland PW	448-5587
Matt Samitore	Central Point	664-3321 x205
Mike Kuntz	Jackson County R&P	774-6228
Mike Upston	Eagle Point PL	826-4212
Paige West	RVTD PL	608-2429
Tom Humphrey, Vice Chair	Central Point PL	423-1025
Alternate Voting Members Present	Organization	Phone Number
Staff	Organization	Phone Number
Karl Welzenbach	RVCOG	423-1360
Ryan MacLaren	RVCOG	423-1338
Kelsey Sharp	RVCOG	423-1375
Interested Parties	Organization	Phone Number
Jin Ren	ODOT	
Ben Hanes	FHWA	
Tonia Morro	RVTD	

Mike Montero		
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[RVMPO TAC January 13, 2021 Agenda Packet](#)

Meeting Audio 01/13/2021

1. Call to Order / Introductions / Review Agenda 00:00–07:00

1:31 p.m. | *Quorum*: Ashland, Central Point, DLCDD, Eagle Point, Medford, Jackson County, ODOT, RVTDD.

2. Review / Approve Minutes 07:00–08:03

07:07 | *Paige West moved to approve the November 18, 2020 RVMPO TAC Meeting Minutes with corrections. Seconded by Mike Upston.*

No further discussion.

Motion carried unanimously by voice vote.

Action Items

3. Project List for Update to Regional Transportation Plan (RTP) 08:03 – 42:27

08:56 | *Ashland Discussion: All Correct*

10:55 | *Central Point Discussion: Removal of two new projects due to not being required in the RTP*

Phoenix and Talent will be discussed at a later date.

14:18 | *Eagle Point Discussion: See below for corrections.*

15:45 | *Jackson County Discussion: All Correct. Discussion of leaving Project 874 with the anticipation of Federal Funds.*

19:02 | *Correction of Eagle Point and further discussion: Projects thought completed are still seeking funds, they will be added back, no other changes.*

25:40 | *Medford Discussion: All Correct*

27:45 | *ODOT Discussion: See below for corrections.*

31:21 | *RVTDD Discussion: All Correct*

35:06 | *Continuation of ODOT Discussion: Removal of projects completed.*

Presentation

4. Financial Information for RTP Update 42:27–47:07

43:01 | *Medford Confirmation*

43:38 | *Jackson County Confirmation*

44:22 | *Eagle Point Confirmation*

44:55 | *Central Point Confirmation*

45:26 | *Ashland Confirmation*

All Financial Information was approved by each city.

5. Public Comment 47:07–47:30

No Comments

Regular Updates

6. MPO Planning Update 47:30–53:11

Provided by Karl Welzenbach in regard to a possible new Transportation Bill, and updates on the Air Quality Conformity Determination and Unified Planning Work Program.

7. Other Business / Local Business 53:11–01:00:29

Update by Jackson County and RVTD

8. Adjournment

2:32 p.m.

Scheduled Meetings

RVMPO TAC | February 10, 2021 | 1:30 p.m.

RVMPO Policy Committee | January 23, 2021 | 2:00 p.m.

RVMPO PAC | January 19, 2021 | 5:30 p.m.

**BYLAWS
ROGUE VALLEY COUNCIL OF GOVERNMENTS (RVCOG)
METROPOLITAN PLANNING ORGANIZATION (MPO)
TECHNICAL ADVISORY COMMITTEE (TAC)**

Article I

Name

This committee shall be known as the Technical Advisory Committee to the Metropolitan Planning Organization.

Article II

Purpose

This committee shall undertake for the MPO Policy Committee the technical activities necessary for the continuing, comprehensive and cooperative (3-C) transportation planning process described in the Unified Planning Work Program.

The committee shall conduct, under the direction of the MPO Policy Committee, the technical portions of the Rogue Valley Regional Transportation Plan, including, but not limited to the following activities.

- a. Annual preparation of the Unified Planning Work Program to address transportation issues in the metropolitan planning area.
- b. Preparation of plans, programs and special studies to address transportation issues in the metropolitan planning area.
- c. Work with the MPO to ensure public participation in the transportation planning process.
- d. Preparation of the Transportation Improvement Program at intervals of no less than biannually.

Article III

Membership - Voting

Section 1. Membership of the Committee

The committee will be made up of representatives of the following jurisdictions and agencies:

City of Medford Public Works
City of Medford Planning
City of Central Point Public Works
City of Central Point Planning
City of Phoenix Public Works
City of Phoenix Planning
City of Jacksonville Public Works
City of Jacksonville Planning
City of Talent Public Works
City of Talent Planning
City of Ashland Public Works
City of Ashland Planning
City of Eagle Point Public Works
City of Eagle Point Planning
Jackson County Public Works
Jackson County Planning
Rogue Valley Transportation District (RVTD) Planning (2 representatives)
Oregon Department of Transportation (ODOT) Region III Planning Representative
Oregon Department of Transportation (ODOT) Rogue Valley Area Representative
Department of Land Conservation and Development (DLCD)
Department of Environmental Quality (DEQ)
Federal Highway Administration (non-voting)

- b. Members may designate alternates to serve in their place.
- c. Designees may serve on a meeting-by-meeting basis or on a permanent basis.
- d. Designees serving on a permanent basis shall be afforded all the rights of a member, including the opportunity to serve as a committee officer.
- e. The committee shall have non-voting ex-officio members as appointed by the chair.
- f. The Federal Highway Administration Division Planning Engineer shall serve as a non-voting ex-officio member.

Section 2. Appointment and Tenure of Committee Membership

- a. Each jurisdiction with membership on the committee shall appoint its representatives. The MPO Policy Committee shall ratify all committee appointments.
- b. Members shall serve until they are replaced by their jurisdictions.

Section 3. Voting Privileges

- a. Each member shall be entitled to one vote on all issues presented at regular and special meetings at which the jurisdiction is present.

Article IV

Meetings

Section 1. Regular Meetings

- a. The committee shall hold its regular meeting on the second (2nd) Wednesday of each month.

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 exist when the majority of member jurisdictions are present. Member jurisdictions are one individual from each of the following: cities of Medford, Central Point, Phoenix, Jacksonville, Talent, Ashland, Eagle Point; Jackson County; Rogue Valley Transportation District; and ODOT Rogue Valley Area Office.
- c. The voting on all questions coming before the MPO Technical Advisory Committee shall be by 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. All meetings shall be conducted in accordance with Roberts' Rule of Order.

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.

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.

Section 3. Duties

- a. The chair shall preside at all meetings and is entitled to vote on all issues.
- b. The vice-chair shall perform all duties of the chair in the chair's absence.

Section 4. Planning Program Manager

The RVCOG's Planning Program Manager shall be a non-voting, ex-officio 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 full committee.
- d. The chair and the Planning Program Manager shall serve as ex-officio 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 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 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.

Section 2.

- a. Amendments to the bylaws shall become effective upon approval by the MPO Policy Committee.

Approved by the MPO Policy Committee:


Michael Quilty, Chair

March 27, 2018
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 2nd 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	
ODOT														
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>	189,476		\$30,316	\$29,365	\$951

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

			2021-22	2020-21
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