

# AGENDA

## Rogue Valley Metropolitan Planning Organization Policy Committee



**Date:** Tuesday, February 22, 2022

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

**Location:** Join Zoom Meeting

<https://us06web.zoom.us/j/86599564288?pwd=Y3FiQmNTSXpJMGd2U1VWYzZEUFZ3Zz09>

Meeting ID: 865 9956 4288

Passcode: 433408

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="#">01/25/2022</a>	
<b>Action Items</b>		
<b>3</b>	<b>Election of Officers</b>	<b>Karl Welzenbach</b>
<i>Background</i>	Each year the Policy Committee selects a Chair and Vice-Chair	
<i>Attachment</i>	#2   <a href="#">Bylaws</a>	
<i>Action Requested</i>	Election of new officers	
<b>Discussion Items</b>		
<b>4</b>	<b>Draft UPWP and Dues</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 UPWP</a> #5   <a href="#">Proposed Dues</a>	
<b>5</b>	<b>Public Comment</b>	<b>Chair</b>
<b>Regular Updates</b>		
<b>6</b>	<b>RVMPO Planning Update</b> <ul style="list-style-type: none"> <li>• <b>Updates on the Application process</b></li> </ul>	<b>Karl Welzenbach</b>
<b>7</b>	<b>Other Business / Local Business</b> Opportunity for RVMPO member jurisdictions to talk about transportation planning projects.	<b>Chair</b>
<b>8</b>	<b>Adjournment</b>	<b>Chair</b>

- The next RVMPO Policy Committee meeting will be **Tuesday, March 22, 2022, at 2:00 p.m.** online.
- The next RVMPO TAC meeting will be **Wednesday, March 9, 2022 at 1:30 p.m.** online.
- The next RVMPO PAC meeting is will be **Tuesday, March 15, 2022, at 5:30 p.m.** online.

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**  
**January 25, 2022**



The following attended:

<b>Voting Members</b>	<b>Organization</b>	<b>Phone Number</b>
Stephen Jensen	City of Ashland	488-6002
Mike Quilty, <b>Vice Chair</b>	City of Central Point	664-7907
Ruth Jenks	City of Eagle Point	941-8537
Jim Lewis, <b>Chair</b>	City of Jacksonville	899-7023
John Vial	City of Medford	774-2000
Terry Baker	City of Phoenix	973-7220
Eleanor Ponomareff	City of Talent	535-1566
Dave Dotterer	Jackson County	774-6118
Art Anderson	ODOT	774-6353
Tonia Moro	RVTD	973-2063
<b>Alternate Voting Members Present</b>	<b>Organization</b>	<b>Phone Number</b>
Steve Lambert	Jackson County	
Paige West	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>
Mike Montero	RVMPO PAC	

RVMPO Policy Committee Meeting Agenda Packet: [January 25, 2022](#)

Full meeting recording: [2022-01-25 Audio](#)

**1. Call to Order / Introductions / Review Agenda 00:00 – 01:45**

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

**2. Review / Approve Minutes 01:45 – 02:29**

**02:03** | *Mike Quilty moved to approve the December 28, 2021 Policy Committee meeting minutes as presented. Seconded by Dave Dotterrer.*

*No further discussion.*

*Motion carried unanimously by voice vote.*

**Public Hearing**

**3. Amendment to the 2021-2024 Transportation Improvement Program (TIP) 02:29 – 11:00**

*Chair Jim Lewis opened the Public Hearing.*

*No further discussion or comments.*

*Chair Jim Lewis closed the Public Hearing.*

**09:51** | *John Vial moved to approve the amendments as presented. Seconded by Stephen Jensen.*

*No further discussion.*

*Motion passed unanimously by roll call vote.*

**Discussion Items**

**4. Revised Application Form and Information 11:00 – 01:00:47**

**13:08** | *Question from Art Anderson: When it states “Active Transportation Plan” is it biking and walking? If so, should there be a N/A option? Saying ‘No’ may indicate something hasn’t been done.*

*Yes, it means biking and walking. An N/A option can be added.*

**20:23** | *Questions from Tonia Moro: What does ‘the alternative measures are changing’ mean? Also, the scoring of the CMAQ has raised a few concerns. And the scoring sheet does seem to affect the bike and pedestrian projects negatively.*

*The methodology has been changed every time the alternative measures have been updated. An emissions estimator has been created and linked to on the website, that can be included. To receive CMAQ, the jurisdiction will have to fill out a separate form created by and for ODOT. RVCOG staff is asking for that form to be filled and submitted to ODOT ahead of time to ensure they are eligible.*

**45:04** | *Question from Eleanor Ponomareff: Once the new Transportation Planning Rule (TPR) comes into effect, what timeframe is there to comply? How much of a grace period would there be?*

*In the current draft TPR, there is meant to be a study to find “Climate friendly Areas” within cities that is to be completed by June 30, 2023. There will be a grace period, but the current TRP will be done.*

**46:59** | Comment from Mike Quilty: *In reference to the Alternative Measures to increase transit, from the point of The City of Central Point, they tend to not work. There have been projects meant to encourage bike/pedestrian and bus, but the projects never got completed. The intent is good, but if they do not go somewhere, they are no good.*

**59:43** | John Vial moved to advise the TAC to review the matrix and scoring criteria to ensure that adequate weight is being put on Transit and Bike\Ped type projects. Seconded by Ruth Jenks.

*No further discussion.*

*Motion passed unanimously by voice vote.*

**5. Public Comment 01:00:47 – 01:01:04**

*No Comments.*

***Regular Updates***

**6. RVMPO Planning Update 01:01:04 – 01:15:32**

*Provided by Karl Welzenbach regarding the letter sent by OMPOC, and Art Anderson's leaving ODOT.*

**7. Other Business / Local Business 01:15:32 – 04:07**

*No further updates*

**8. Adjournment**

3:18 p.m.

Scheduled Meetings

RVMPO Policy Committee | February 22, 2022 | 2:00 p.m.

RVMPO TAC | February 9, 2022 | 1:30 p.m.

RVMPO PAC | February 15, 2022 | 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

\_\_\_\_\_  
Date

PROPOSED DUES

<b>RVMPO Proposed 2022-23 Dues</b>					
<b>Member Jurisdictions</b>	<b>Population</b>	<b>Dues Rate per Capita</b>	<b>Proposed FY2022-23 Dues</b>	<b>FY2021-22 Dues</b>	<b>Dues Increase</b>
Ashland	21,105	\$0.16	\$3,377	\$3,377	\$0
Central Point	18,755	\$0.16	\$3,001	\$3,001	\$0
Eagle Point	9,375	\$0.16	\$1,500	\$1,500	\$0
Jacksonville	3,040	\$0.16	\$486	\$486	\$0
Medford	83,115	\$0.16	\$13,298	\$13,298	\$0
Phoenix	4,660	\$0.16	\$746	\$746	\$0
Talent	6,530	\$0.16	\$1,045	\$1,045	\$0
Jackson County	42,896	\$0.16	\$6,863	\$6,863	\$0
<i>Total</i>	<b>189,476</b>		<b>\$30,316</b>	<b>\$30,316</b>	<b>\$0</b>

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