



Date: Tuesday, February 20, 2025

Time: 2:00 p.m.

Join In-Person

Location: Lewis Conference Room
 RVCOG, 155 N 1st Street,
 Central Point

Transit: Served by RVTD Route #40

Contact: RVCOG: 541-423-1375

Website: www.rvmppo.org

Or via Zoom

Meeting ID: 846 2782 3341

Phone #: +1 346 248 7799

Zoom Link:
<https://us06web.zoom.us/j/84627823341>

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT RVCOG, 541-664-6674. 48-HOURS ADVANCE NOTICE IS PREFERABLE AND WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS.

- 1. Call to Order / Introductions / Review Agenda Chair**

Consent Agenda

- 2. Review / Approve Minutes Chair**

Attachment: [#1 RVMPO Policy Meeting Draft Minutes 12/17/2024](#)

Action Items

- 3. Election of Officers Ryan MacLaren**

Background: Each year the Policy Committee elects a Chair and Vice Chair. They will serve a term of one year.

Attachment: [#2 Bylaws](#)

Action Requested: *Election of new officers*

Public Hearing

Chair will read the public hearing procedures

- 4. Amendment to the 2024-27 TIP Ryan MacLaren**

Background: The Policy Committee is being asked to consider amendments to the 2024–2027 Transportation Improvement Program (TIP) to include the following project(s):

- A. Amend Project in TIP: Jackson and Josephine County curb ramps, phase 3 (KN22571)

The 21-day public comment period and public hearing was advertised on or before Friday, January 30, 2025, in the *Rogue Valley Times*, and information is currently available on the RVMPO website.

Attachment: [#3 TIP Amendments](#)



Action Requested: Approval of the Amendments

Action Items Continued

5. Dues **Ryan MacLaren**

Background: Staff propose an increase in the dues rates from **\$0.16 per capita** to **\$0.25 per capita** that would generate a total of **\$48,051** which is an increase of **\$17,170**, from the current rates, for the 2025-2026 fiscal year. Increasing dues will help address the rising costs of RVMPO operations. Also, the increase in dues will allow for building a matching fund reserve account for future FHWA Planning Law MPO matching funds requirements.

Attachments: [#4 RVMPO Dues Memo](#)

Action Requested: Recommendation of Approval

Discussion Items

6. Public Comment **Chair**

Regular Updates

7. RVMPO Update **Ryan MacLaren**

8. Other Business / Local Business **Chair**

Opportunity for RVMPO member jurisdictions to talk about transportation planning projects

9. Adjournment **Chair**

Scheduled Meetings		
RVMPO TAC	March 12, 2025	1:30 p.m.
RVMPO PAC	March 18, 2025	5:30 p.m.
RVMPO Policy Meeting	March 25, 2025	2:00 p.m.

All meetings are available in-person and online via Zoom unless otherwise noted.



SUMMARY MINUTES
Rogue Valley Metropolitan Planning Organization
 Policy Committee

Date: Tuesday, December 17, 2024

Voting Members	Organization	Phone Number
Mike Quilty	Central Point	621-4853
Donna Bowen	Jacksonville	899-1231
Tim D’Alessandro	Medford	944-3530
Eleanor Ponomareff, Vice Chair	Talent	535-1566
Colleen Roberts	Jackson County	774-6117
Jerry Marmon	ODOT	774-6353
Tonia Moro	RVTD	973-2063

Alternate Members	Organization	Phone Number
John Vial	Medford	
Steve Lambert	Jackson County	
Paige West	RVTD	

Staff	Organization	Phone Number
Ryan MacLaren	RVCOG	423-1338
Kelsey Sharp	RVCOG	423-1375

Interested Parties	Organization
Thomas Guevara	ODOT
Mike Montero	RVMPO PAC
Nicholas Card	Medford

RVMPO Policy Minutes – Tuesday, December 17, 2024

[Agenda Packet](#)

[Meeting Audio](#)

1. Call to Order at 2:00 p.m. / Introductions / Review Agenda 00:00 – 01:59

Quorum: Central Point, Jacksonville, Medford, Talent, Jackson County, ODOT, RVTD

2. Review / Approve Minutes 01:59 – 02:37

02:10 Mike Quilty moved to approve the October 22, 2024, RVMPO Policy Committee Meeting Minutes as presented. Seconded by Tim D’Alessandro.

No further discussion.

Motion passed unanimously by voice vote.



Public Hearing

3. Amendments to the 2024-2027 Transportation Improvement Program **02:37 – 05:51**

Chair Jerry Marmon opened the Public Hearing.

No comments received.

Chair Jerry Marmon closed the Public Hearing.

05:17 Mike Quilty moved to approve the amendment to the 2024-2027 TIP as presented.

Seconded by Eleanor Ponomareff.

No further discussion.

Motion passed unanimously by voice vote.

Action Items

4. Discretionary Funds **05:51 – 33:16**

32:49 Tim D'Alessandro moved to adopt Table 4, as shown in the agenda to distribute \$50,000 to Jacksonville, Phoenix, and Talent, and the remaining discretionary funds to Ashland, Central Point, Eagle Point, Medford, and Jackson County based on population. Seconded by Mike Quilty.

No further discussion.

Motion Passed unanimously by voice vote.

5. ODOT-FTA-FHWA Amendment Matrix Update **33:16 – 37:57**

37:35 Eleanor Ponomareff moved to approve the Amendment Matrix Update as presented.

Seconded by Tonia Moro.

No further discussion.

Motion Passed unanimously by voice vote.

Discussion Items

6. Project Funding Application **37:57 – 41:25**

7. Public Comment **41:25 – 42:20**

Comments provided by Mike Montero.

Regular Updates

8. MPO Planning Update **42:20 – 47:50**

Provided by Ryan MacLaren regarding possible changes to how Gas Tax funds will be distributed, the model being set up for the Regional Transportation Plan (RTP), and updates to the Unified Planning Work Program (UPWP).



SUMMARY MINUTES
Rogue Valley Metropolitan Planning Organization
Policy Committee

- 9. Other Business / Local Business 47:50– 52:43**
Updates from Medford, Jackson County, and RVTD.

- 10. Adjournment**
2:53p.m.

Scheduled Meetings		
RVMPO TAC	January 8, 2025	1:30 p.m.
RVMPO PAC	January 21, 2025	5:30 p.m.
RVMPO Policy Meeting	January 28, 2025	2:00 p.m.

DRAFT

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



**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: January 30, 2025
 TO: RVMPO Policy Committee
 FROM: Ryan MacLaren, Planning Program Director
 SUBJECT: TIP Amendments

The Policy Committee is being asked to consider approval of the following amendment(s) to the 2021-2024 Transportation Improvement Program.

A press release for the 21-day public comment period and public hearing was sent on or before January 30th to the Rogue Valley Times and information is currently available on the RVMPO website. The RVMPO TAC and PAC have recommended approval of the amendment(s) listed. Information on the projects is enumerated below:

A. Amend Project in TIP: Jackson and Josephine County curb ramps, phase 3 (KN22571)

Description: Increase PE by \$2.5M and CN by \$9,470,000 adding GARVEE funds from bottom line. 12/4/24 OTC approval.

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														
Jackson and Josephine County curb ramps, phase 3	Construct curb ramps to meet compliance with the Americans with Disabilities Act (ADA) standards	n/a	Exempt (40 CFR § 93.126 Table 2) - Bike - Ped			Planning					\$ -			\$ -
				22571	2022	Design	\$ 4,215,901	IJA Flex	\$ 482,529	ODOT	\$ 4,698,430			\$ 4,698,430
				22571	2024	Land Purchase	\$ 1,697,243	IJA Flex	\$ 194,257	ODOT	\$ 1,891,500	\$ 8,500	ODOT	\$ 1,900,000
						Utility Relocate					\$ -			\$ -
				22571	2026	Construction	\$ 9,298,777	ACPO	\$ 1,064,287	ODOT	\$ 10,363,064			\$ 10,363,064
						Other					\$ -			\$ -
					Total FFY24-27		\$ 15,211,921		\$ 1,741,073		\$ 16,952,994	\$ 8,500		\$ 16,961,494



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 21, 2025
TO: RVMPO Policy Committee
FROM: Yazeed Alrashdi, Associate Transportation Planner
SUBJECT: RVMPO Dues Recommendation

This memo addresses the setting of RVMPO member dues. Staff is seeking approval of the dues.

Staff propose an increase of the dues rates from **\$0.16 per capita** to **\$0.25 per capita** that would generate a total of **\$48,051** which is an increase of **\$17,170**, from the current rates, for the 2025-2026 fiscal year. Increasing dues will help address the rising costs of RVMPO operations. Also, the increase in dues will allow for building a matching fund reserve account for future FHWA Planning Law MPO matching funds requirements.

At their February 12th meeting, the TAC recommended approval of the proposed dues for FY 25-26 and that the memo to the Policy Committee be updated to include more information on the proposed use of the dues. The TAC discussed how the dues could be used to build a reserve fund for PL matching funds needs if gas tax funds are not available to cover match requirements. For FY 25-26, ODOT is providing 50% of the PL match. The remaining 50% will come from RVMPO gas tax funds. In FY 26-27, the MPO will use gas tax funds for the total amount of the PL match. At their February 18th meeting, the PAC also recommended approval.

Table 1, below, summarizes population and proposed dues for each jurisdiction. Population estimates are from the [December 15, 2024 Certified Population Estimates](#) from Portland State University.

Table 1: RVMPO Proposed Dues

Member Jurisdictions	Population ¹	Dues Rate per Capita	Proposed Dues ²	Previous FY Dues	Dues Difference
Eagle Point	9,866	\$ 0 25	\$ 2,467	\$ 1,593	\$872
Central Point	19,363	\$ 0 25	\$ 4,841	\$ 3,147	\$1,694
Jacksonville	3,066	\$ 0 25	\$ 767	\$ 512	\$255
Medford	88,352	\$ 0 25	\$ 22,088	\$ 14,542	\$7,546
Phoenix	4,413	\$ 0 25	\$ 1,103	\$ 604	\$499
Talent	6,411	\$ 0 25	\$ 1,603	\$ 836	\$767
Ashland	21,579	\$ 0 25	\$ 5,395	\$ 3,433	\$1,962
Jackson County*	39,153	\$ 0 25	\$ 9,788	\$ 6,215	\$3,573
<i>Total</i>	192,203		\$ 48,051	\$30,881	\$ 17,170

¹RVCOG staff utilized the latest Certified Portland State University population estimates. [2024 Certified Population Estimates](#).

² Proposed dues = (Population estimates * dues rate) *For unincorporated population estimates they are derived from Southern Oregon ABM Model data.

Dues provide funding for MPO program management and for activities that require local funds including lobbying and matching funds. Dues pay for Policy Committee participation in advocacy activities for which federal funds cannot be used such as attending Oregon MPO Consortium meetings.

Activity	Amount
• UPWP Program Management Support (1)	\$30,881
• FHWA Planning Law (PL) Matching Funds Reserve Account (2)	\$17,299
Total	\$48,051

(1) Record-keeping and information retrieval, training, and support for RVMPO's standing committees occur within this task.

(2) Increase in dues will go into the PL Matching Funds Reserve Account