



AGENDA

Middle Rogue Metropolitan Planning Organization
Citizens Advisory Committee

Date: Thursday, February 11, 2021

Time: 2:00 p.m.

Location: Join Zoom Meeting

<https://us02web.zoom.us/j/85091627120?pwd=NFFPbTNjRnV5NGVTOFBUCi9ZZHVSQT09>

Meeting ID: 850 9162 7120

Passcode: 443676

Phone #: 1 253 215 8782

Contact: Office Specialist, RVCOG: 541-423-1375

MRMPO website: www.mrmpo.org

1	Call to Order / Introductions / Review Agenda	Chair
2	Review / Approve Minutes	Chair
<i>Attachment</i>	#1 MRMPO CAC Draft Minutes 11/12/2020	
Action Items		
3	Election of Officers	Karl Welzenbach
<i>Background</i>	In accordance with the bylaws of the CAC 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 CAC Bylaws	
<i>Action Requested</i>	<i>Election of Officers</i>	
Discussion Items		
4	Unified Planning Work Program for 2021-22	Karl Welzenbach
<i>Background</i>	Each year the MRMPO 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>	#3 Draft 2021-22 UPWP	

5	MRMPO 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>	#4 Draft memo for dues for FY 2021-22	
6	Public Comment	
Regular Updates		
7	MPO Planning Update	Karl Welzenbach
8	Other Business / Local Business Opportunity for MRMPO member jurisdictions to talk about transportation planning projects.	Chair
9	Adjournment	Chair

- The next MRMPO Citizens Advisory Committee (CAC) meeting will be **Thursday, March 11, 2021 at 1:30 p.m.** in the Courtyard Conference Room at Grants Pass City Hall.
- The next MRMPO Policy Committee meeting will be **February 18, 2021 at 2:30 p.m.** in the Courtyard Conference Room at Grants Pass City Hall.
- The next MRMPO Technical Advisory Committee meeting will be **March 4, 2021 at 2:30 p.m.** in the Courtyard Conference Room at Grants Pass City Hall.

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
Middle Rogue MPO Citizens Advisory Committee
November 12, 2020

The following attended:

Voting Members	Representing	Phone Number
Lesley Orr, Vice Chair	Active Transportation	
Trent Carpenter, Chair	Freight	541-659-1005
David West	Grants Pass	541-659-9681
Judy Garrett	Grants Pass	541-659-9256
Fred Saunders	Josephine County	541-659-0169
David Leverenz	Mass Transit	541-453-8535
Voting Members	Representing	Phone Number
Ian Horlacher	ODOT	541-423-1362
Staff	Representing	Phone Number
Karl Welzenbach	RVCOG	423-1360
Kelsey Sharp	RVCOG	423-1375
Interested Parties	Representing	Phone Number
Valerie Lovelace	MRMPO PolComm	541-660-4915

[MRMPO CAC November 12, 2020 Agenda Packet](#)

Full meeting recording: Unavailable Due to Technical Issues

1. Call to Order / Introductions / Review Agenda

2:00 p.m. | Active Transportation, Freight, Grants Pass, Josephine County, Mass Transit, ODOT

2. Review/Approve Minutes

Lesley Orr moved that the MRMPO Citizens Advisory Committee approve the October 8, 2020 minutes as presented. Seconded by Judy Garrett.

No further discussion.

Motion passed unanimously by voice vote.

Action Items

3. Review and Recommend Approval of RTP Amendment

Lesley Orr moved to recommend approval of the Amendment of the RTP to the MRMPO Policy Committee. Seconded by David Leverenz.

No further discussion.

Motion passed unanimously by voice vote.

4. Review of Project Applications

Item has been brought back as an Action Item. Last meeting was the presentations.

David West moved to recommend approval of the Project Application as presented to the MRMPO Policy Committee. Seconded by Judy Garrett.

No further discussion.

Motion passed unanimously by voice vote.

5. Public Comment

No comment

Regular Updates

6. MPO Planning Update

MPO Update provided by Karl Welzenbach.

Discussion of the Estimated Revenue of the Oregon gas Tax.

7. Other Business / Local Business

Discussion of the upcoming OTC meeting and the updates to the STP and TIP.

8. Adjournment

2:45 p.m.

Scheduled Meetings:

MRMPO Citizens Advisory Committee | December 10, 2020 | 2:00 p.m.

MRMPO Technical Advisory Committee | December 3, 2020 | 1:30 p.m.

MRMPO Policy Committee | November 19, 2020 | 2:30 p.m.

**BYLAWS
MIDDLE ROGUE METROPOLITAN PLANNING ORGANIZATION
(MRMPO)
CITIZENS ADVISORY COMMITTEE (CAC)**

Article I

Name

This committee shall be known as the Citizens Advisory Committee of the Middle Rogue Metropolitan Planning Organization (MRMPO).

Article II

Purpose

The Citizens Advisory Committee serves as a community forum to exchange information, convey input from the public, and ascertain public opinion on transportation planning activities of the MRMPO.

Section 1. Duties of the Citizens Advisory Committee

- a. Represent the interests of citizens within the respective Jurisdictions or topical area of interest, as defined in the Article III, Section 1(d) and (e) of these bylaws.
- b. Serve as a communication link between the public and the MRMPO regarding transportation planning activities.
- c. Provide feedback to MRMPO staff during the development and implementation of the Regional Transportation Plan, the Transportation Improvement Program and air quality conformity activities.
- d. Provide recommendations to the MPO Policy Committee.

Article III

Membership – Voting

Section 1. Membership of the Committee

- a. Members of the Citizens Advisory Committee (CAC) are appointed by the Policy Committee and shall consist of representatives from the member local governments and representatives

of special interests as delineated in this section.

- b. Members of the Citizens Advisory Committee may not be an elected official nor an employee of the jurisdiction for which they are appointed to represent.
- c. There are a total of eleven (11) possible seats on the Citizens Advisory Committee: either (8) seats for representation from the member local governments and three (3) representatives for identified special interests. Appointees representing member local governments must reside, own property, or operate a business within the jurisdiction that they represent. Appointees representing special interest must reside, own property, or operate a business within the MRMPO's planning boundary.
- d. The apportionment of jurisdictional representatives shall be as follows:
 - City of Grants Pass, 3 members
 - City of Rogue River, 1 member
 - City of Gold Hill, 1 member
 - Josephine County, 2 members
 - Jackson County, 1 member
- e. Three (3) additional positions on the Committee might be considered, one (1) for each of the following special interests: freight industry, mass transit, and active transportation.

Section 2. Appointment and Tenure of Committee Membership

- a. Vacancies in an office shall be appointed by the jurisdictional representative on the MRMPO Policy Committee or by the CAC as a whole with respect to representation of the identified special interests. The Citizens Advisory Committee may make a recommendation to the Policy Committee regarding reappointment and/or removal of a serving member.
- b. Citizens Advisory Committee members will be appointed by the MRMPO Policy Committee. The MRMPO Policy Committee reserves the right to add, reduce or otherwise modify the membership of the Citizens Advisory Committee at its discretion.
- c. The term of office on the Committee shall begin the day the member is appointed and shall continue for two years, except that such term of office shall terminate immediately upon:
 - Relocation outside the MRMPO or outside the Citizen Involvement Area which the member represents; or,
 - Unexcused absence from three regularly scheduled, consecutive meetings.

Section 3. Voting Privileges

- a. Each member who is present at regular or special meetings shall be entitled to one vote on all issues presented.

Article IV

Meetings

Section 1. Regular Meetings

- a. The Committee shall hold its regular meeting on the **2nd Thursday** of every month. No meeting shall be held during the month of December.

Section 2. Special Meetings

- b. Special meetings may be called by MRMPO's Planning Program Manager's designated staff on seven (7) days notice.
- c. The person 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 a majority of appointed members are present.
- c. The voting on all questions coming before the MPO Citizens Advisory Committee shall be by voice vote and decided by a simple majority of members present. The ayes and nays shall be entered in the minutes of such meeting. If a motion on question fails, deliberation shall continue until a motion or definitive action is offered and passed.

Article V

Officers and Duties

Section 1. Officers

- a. The officers of the Committee shall be a Chair and Vice Chair, to be elected by the Committee at the first meeting of the calendar year.

Section 2. Term of Office

- a. The officers shall hold office for a period of one (1) year.

Section 3. Duties of Officers

- a. The Chair shall preside over the meeting.
- b. In the absence of the Chair, the Vice Chair shall perform all Chair duties.

Section 4. Ex Officio Members

- a. The RVCOG's Planning Program Manager shall be an ex-officio, non-voting member of the Committee. The program manager shall be responsible for staff support of the Committee, including minute taking and record keeping.
- b. The Oregon Department of Transportation, Region 3 may appoint a representative who shall be responsible for assisting the Citizens Advisory Committee with understanding the State's initiatives and ongoing projects within the MRMPO planning boundary.

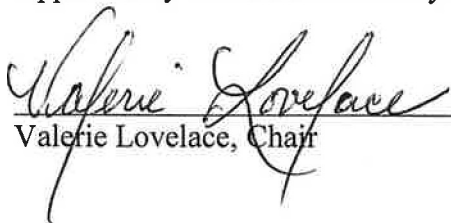
ARTICLE VI

Amendments to Bylaws

Section 1.

- a. These bylaws may be amended or repealed or new bylaws may be adopted by a supermajority vote of two thirds of the members of the Committee present at any regular or special meeting called for that purpose. 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. Any objections to the proposed amendments shall be forwarded to MRMPO's Planning Program Manager.
- b. Amendments to the bylaws shall become effective upon approval by the MRMPO Policy Committee.

Approved by the MRMPO Policy Committee:



Valerie Lovelace, Chair

10/17/2019
/ Date



**Middle Rogue
Metropolitan Planning Organization
Regional Transportation Planning**

Gold Hill • Grants Pass • Rogue River • Jackson County • Josephine County • Oregon Department of Transportation

DATE: February 4, 2021
TO: Local Jurisdictions
FROM: Karl Welzenbach, Planning Program Manager
SUBJECT: FY 2021-22 MRMPO Dues

Every year jurisdictions pay dues based on population to help pay for the organization’s functions. 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 as well as elected official participation in the Oregon MPO Consortium, and conferences such as the annual Association of Metropolitan Planning Organizations Conference. Dues can also be used to supplement the MPO’s planning budget.

Table 1, below, summarizes population and the dues for each jurisdiction for FY 2021-2022. Population estimates are certified July 1, 2019 from Portland State University.

Table 1

MRMPO Proposed 2021-22 Dues					
Member Jurisdictions	Population	Dues Rate per Capita	Proposed FY2021-22 Dues	FY2020-21 Dues	Change in Dues
Gold Hill	1,240	\$0.16	\$198	\$195	\$3
Grants Pass	37,725	\$0.16	\$6,036	\$5,998	\$38
Jackson County*	3,210	\$0.16	\$514	\$471	\$42
Josephine County**	16,092	\$0.16	\$2,575	\$2,627	-\$52
Rogue River	2,250	\$0.16	\$360	\$358	\$2
<i>Total</i>	60,517		\$9,683	\$9,649	\$34

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

Table 2 summarizes anticipated use of FY2021-22 member dues.

Table 2

Dues Ests	
Staff Support	\$1,743
Travel Related	\$7,262
Memberships/Conferences	\$678
	\$9,683