



**AGENDA**

*Middle Rogue Metropolitan Planning Organization*  
**Technical Advisory Committee**

**Date:** Thursday, February 4, 2021

**Time:** 1:30 p.m.

**Location:** Join Zoom Meeting

<https://us02web.zoom.us/j/81086077208?pwd=RzUvNIRqUDUrU0EydTMzL3VwZkxmZz09>

**Meeting ID: 810 8607 7208**

**Passcode: 089765**

**Phone #: 253 215 8782**

**Contact:** Office Specialist, R/COG: 541-423-1375

MRMPO website: [www.mrmppo.org](http://www.mrmppo.org)

<b>1</b>	<b>Call to Order / Introductions / Review Agenda</b>	<b>Chair</b>
<b>2</b>	<b>Review / Approve Minutes</b>	<b>Chair</b>
<i>Attachment</i>	#1   MRMPO Draft Minutes <a href="#">11/05/2020</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="#">TAC Bylaws</a>	
<i>Action Requested</i>	<i>Election of Officers</i>	
<b>Discussion Items</b>		
<b>4</b>	<b>Unified Planning Work Program for 2021-22</b>	<b>Karl Welzenbach</b>
<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   <a href="#">Draft 2021-22 UPWP</a>	

<i>Action Requested</i>	<i>No action required</i>	
<b>5</b>	<b>MRMPO 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>	#4 <a href="#">Draft memo for dues for FY 2021-22</a>	
<i>Action Requested</i>	<i>No action required</i>	
<b>6</b>	<b>Public Comment</b>	
<b>Regular Updates</b>		
<b>7</b>	<b>MPO Planning Update</b>	<b>Karl Welzenbach</b>
<b>8</b>	<b>Other Business / Local Business</b> Opportunity for MRMPO member jurisdictions to talk about transportation planning projects.	<b>Chair</b>
<b>9</b>	<b>Adjournment</b>	<b>Chair</b>

- The next MRMPO Technical Advisory Committee (TAC) meeting will be **Thursday, March 4, 2021 at 1:30 p.m.** in the Courtyard Conference Room at Grants Pass City Hall.
- The next MRMPO Citizens Advisory Committee meeting will be **February 11, 2021** at 2:00 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.

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 Technical Advisory Committee**  
**November 05, 2020**

The following attended:

Voting Members	Organization	Phone Number
Justin Shoemaker	ODOT	774-6376
Ian Horlacher	ODOT	423-1362
Jason Canady	Grants Pass	450-6110
Mike Kuntz	Jackson County	774-6238
Neil Burgess	Josephine County	474-5460
Scott Chancey, <b>Vice Chair</b>	Josephine Co. Community Transit	474-5441
Wade Elliott, <b>Chair</b>	Grants Pass	450-6114
Alternates	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
Lesley Orr	Bike/Ped	On File

[MRMPO TAC November 5, 2020 Agenda Packet](#)

Full meeting recording: [2020-11-05 MRMPO TAC Meeting Audio](#)

- 1. Call to Order / Introductions / Review Agenda 00:00–00:41**  
 1:30 p.m. | *Quorum*: ODOT, Jackson County, Josephine County, Josephine County Transit, Grants Pass

**2. Review / Approve Minutes 00:41–01:29**

01:00 | Ian Horlacher moved to approve the October 1, 2020 MRMPO TAC meeting minutes as presented. Seconded by Jason Canady.

*The motion carried unanimously by voice vote.*

**3. Review and Recommend Approval of the RTP Amendment 01:29 – 03:04**

02:38 | Scott Chancey motioned to recommend approval to the MRMPO Policy Committee of the Amendment to the RTP as presented. Seconded by Ian Horlacher.

*No further discussion.*

*The motion carried unanimously by voice vote.*

**4. Review of Project Applications 03:04 – 14:23**

*There are currently four applications.*

12:29 | Jason Canady motioned to reduce the CMAQ funding to the Grants Pass Allen Creek project to balance the budget for the JCT Transit Hub project and reallocating the remaining of the STBG funding for the Grants Pass Allen Creek project.

*Clarification of being able to use CMAQ funds for the JCT Transit Hub project.*

*Motion seconded by Neil Burgess.*

*The motion carried unanimously by voice vote.*

***Discussion Items***

**5. Public Comment 14:23 – 14:46**

*None.*

***Regular Updates***

**6. MPO Planning Update 14:46 – 20:20**

*MPO Update provided by Karl.*

**7. Other Business / Local Business 20:20 – 20:44**

*None.*

**8. Adjournment**

1:54 p.m.

**Scheduled Meetings:**

MRMPO Technical Advisory Committee | December 03, 2020 | 1:30 p.m.

MRMPO Citizens Advisory Committee | November 15, 2020 | 2:00 p.m.

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

**BYLAWS  
MIDDLE ROGUE METROPOLITAN PLANNING ORGANIZATION (MRMPO)  
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

The committee shall conduct, under the direction of the MRMPO Policy Committee, the technical portions of the Middle Rogue 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 Grants Pass metropolitan area.
- b. Preparation of plans, programs and special studies to address transportation issues in the Grants Pass metropolitan 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

- a. The committee will be made up of representatives of each of the following jurisdictions and agencies:

Up to (2) representatives of:

City of Grants Pass  
City of Rogue River  
City of Gold Hill  
Josephine County  
Jackson County  
Oregon Department of Transportation (ODOT)

Ex-officio members of the TAC shall include:

Federal Highway Administration (FHWA)  
Federal Transit Administration (FTA)  
Oregon Division of State Lands  
Department of Land Conservation and Development (DLCD)  
Department of Environmental Quality (DEQ)

- 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.

## 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 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 regular meetings at such time and place determined by the committee.

#### 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 and agencies are present. Ex-Officio members shall not count toward a quorum.
- c. The voting on all questions coming before the MPO Technical Advisory Committee shall be by simple majority vote. Any member may ask for a 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 Newly Revised 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.

#### 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.

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 MRMPO Policy Committee.

Approved by the MRMPO Policy Committee:

\_\_\_\_\_  
Darin Fowler, Chair

\_\_\_\_\_  
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**

<b>MRMPO Proposed 2021-22 Dues</b>					
<b>Member Jurisdictions</b>	<b>Population</b>	<b>Dues Rate per Capita</b>	<b>Proposed FY2021-22 Dues</b>	<b>FY2020-21 Dues</b>	<b>Change in Dues</b>
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>	<b>60,517</b>		<b>\$9,683</b>	<b>\$9,649</b>	<b>\$34</b>

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