



AGENDA

Middle Rogue Metropolitan Planning Organization Policy Committee

Date: Thursday, October 20, 2016

Time: 2:30 p.m.

Location: Courtyard Conference Room, Grants Pass City Hall, 101 NW 'A' Street, Grants Pass, Oregon

Phone : Sue Casavan, RVCOG, 541-423-1360

MRMPO website : www.mrmppo.org

1. Call to Order/Introductions/Review AgendaDarin Fowler, Chair

2. Review/Approve Minutes (Attachment #1)Chair

Public Hearing:

- Chair will read the public hearing procedures

3. Regional Plan (RTP) / Transportation Improvement Program (TIP) Amendments..... Ryan MacLaren

Background: The Policy Committee will hold a public hearing to review and consider adoption of the following amendments to the 2015-2018 Transportation Improvement Program and the 2015-2040 Regional Transportation Plan:

- ***I-5: Exit 58 6th & Morgan Intersection Improvements***
- ***Grants Pass 5303 Funds***
- ***Grants Pass MPO Planning (FFY 2017)***

Attachment: #2 – Memo RTP/TIP amendments

Action Requested: Approve Regional Transportation Plan (RTP) / TIP amendments.

Action Item:

4. Vehicle Miles Traveled (VMT) Benchmarks Scope of Work Dan Moore

Background: The MRMPO meets the Oregon Transportation Planning Rule (TPR) requirement for achieving a 5% reduction in vehicle miles traveled (VMT) per capita. The TPR requires MPOs that achieve the 5% reduction in VMT per capita to demonstrate to the Land Conservation and Development (LCDC) that the MPO is likely to achieve the VMT

reduction requirement. Then, upon LCDC order, the MRMPO will adopt VMT benchmarks to evaluate at each update of the Regional Transportation Plan (RTP). The TAC recommends approval the scope of work.

Attachment: #3 – VMT Benchmarks scope of work

Action Requested: Approval of the VMT Benchmarks scope of work

5. MRMPO Planning Update.....Karl Welzenbach

6. Public Comment*.....Chair

(Limited to one comment per person, five minute maximum time limit)

7. Other Business / Local BusinessChair

(Opportunity for MRMPO member jurisdictions to talk about transportation planning projects.)

8. Agenda Build for Next Meeting.....Karl Welzenbach

9. Adjournment Chair

The next MPO Policy Committee meeting is scheduled for Thursday, November 22 at 2:30 p.m. in the Courtyard Conference Room at Grants Pass City Hall.

- The next Middle Rogue MPO TAC meeting is scheduled for Thursday, November 3 at 1:30 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 SUE CASAVAN, 541-423-1360. 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 Metropolitan Planning Organization Policy Committee

September 15, 2016

The following attended:

Member	Organization	Phone Number
Darin Fowler, Chairman	Grants Pass	600-3696
Colleen Roberts	Jackson County	646-2878
Pam Van Arsdale, Vice Chairman	Rogue River	660-4414
Rick Riker	Grants Pass	479-7333
Christina Stanley	Gold Hill	531-3667
Dan DeYoung	Grants Pass	660-0342
Rob Brandes	Josephine County	474-5460
Others		
Leslie Orr	GP Bike/Ped.	
Staff		
Dan Moore	RVCOG	423-1361
Bunny Lincoln	RVCOG	

1. Call to Order / Introductions/ Review Agenda

The Chairman called the meeting to order at 2:35 p.m., and thanked the Vice Chairman for filling in for him for the past several meetings. The Committee skipped introductions.

2. Review / Approve Minutes

The Chairman asked if there were any changes or additions to the previous meeting minutes.

On a motion by Colleen Roberts, seconded by Pam Van Arsdale, the minutes were approved as

presented. Christina Stanley, Dan DeYoung and Mike Baker abstained.

Public Hearing #1:

3. Regional Plan (RTP) / Transportation Improvement Program (TIP) Amendments

The Policy Committee held a public hearing to review and consider adoption of the following amendments to the 2015-2018 Transportation Improvement Program and the 2015-2040 Regional Transportation Plan:

- *Grants Pass Signal & Pedestrian Upgrades*
- *Josephine CO-5339 Bus & Facilities Program-Small Urban (15-17)*

The Chair read the procedure for the public hearing.

Dan Moore presented an overview of the proposed amendment to the Policy Committee was asked to consider approval of the following amendments to the 2013-2038 Regional Transportation Plan and 2015-2018 Transportation Improvement Program.

The 21-day public comment period and public hearing were advertised on or before August 26 in the Medford Tribune, Rogue River Press, Grants Pass Daily Courier, and information is currently available on the MRMPO website. Information on the new project is enumerated, below:

A. Grants Pass Signal & Pedestrian Upgrades

Description: The ODOT project consists of construction of left turn lane, signal improvements, raised median, install crosswalks, and ramp upgrades. Project locations at “M” St and 7th, (left turn lane, signal improvements, raised median) 4 intersections on 6th and 3 intersections on 7th St (RRFB’s (flashing beacons), crosswalks, and ramp upgrades) and signal and lighting installation at MP 1.2 on US 199. Phases and funding were shown in the chart accompanying the project information. An intersection breakdown was provided for Committee information. Rick Riker said that he sometimes had problems seeing the correct colors (red) in the signal lighting, due to being color blind, and the angle of the sun. He questioned whether this situation could be corrected with different light technology. Mike Baker will follow up on this with ODOT.

Project # - 506

Timing - FFY 2017-18

Cost - \$2,664,000

Conformity Status - Exempt-Table 2 (Safety)

B. Add New Project to RTP & TIP: Josephine CO-5339 Bus & Facilities Program-Small Urban (15-17)

Description: Bus replacements for small urban public transit service. Once the MPO adopts the amendment, ODOT and JOCO Transit will enter into an agreement to do the project.

Project # - 725

Timing - Short

Cost - \$306,000

Conformity Status - Exempt-Table 2 (Safety)

ODOT funding match. Implementation is expected to begin in 2017-18.

The Chair opened the public hearing.

In support: None received
In opposition: None received

The Chair closed the public testimony.

MOTION(S):

On a motion by Pam Van Arsdale, seconded by Rick Riker, the 2015-2040 Regional Transportation Plan (RTP) Amendment – Grants Pass Signal & Pedestrian Upgrades and the 2015-2040 Regional Transportation Plan (RTP) Amendment – Josephine CO-5339 Bus & Facilities Program-Small Urban (15-17) were adopted by unanimous vote.

Action Item:

4. Revisions to UPWP 2017 Budget and Work

Dan Moore explained that the Unified Planning Work Program (UPWP) budget needs to be amended to reflect changes in the amounts of FHWA and FTA 5303 planning funds allocated to the MPO, and provided the Policy Committee (TAC) with information on proposed budget amendments to the 2016-2017 Middle Rogue Metropolitan Planning Organization (MRMPO), Unified Planning Work Program (UPWP) budget. The UPWP budget needs to be amended to reflect changes in the amounts of FHWA and FTA 5303 planning funds allocated to the MPO. The reviewed the proposed amendments and recommends approval.

FHWA planning funds for the MRMPO were reduced \$31,618 from \$215,678 to \$184,060. FTA 5303 planning funds were reduced \$1,814 from \$52,687 to \$50,873. Combined, FTA 5303 and FHWA fund reductions for the MRMPO total \$33,432. The reason for the reductions in funding is that ODOT revised the funding estimates without notifying the MRMPO until after the UPWP was adopted and the IGA sent for signature. The MRMPO was inadvertently left off of a February 2016 email notification from ODOT that went out to the Oregon MPOs with the changes to MPO funding allocations.

A total of \$33,432 needs to be deducted from the current UPWP to balance the budget. Below is a list of proposed deductions. In order to accommodate the reductions, some staff hours were reallocated to other projects (i.e., Rogue River TSP and Gold Hill LSNP). Most UPWP tasks have contingency funds built into the budget that can be used, if necessary, on the task budgets below that are being reduced. The original and revised budget sheets include the following:

Proposed UPWP Amendments:

1. Under Task 2.0 Short Range Planning, Subtask 2.1 TIP Activities; deduct \$10,000 in FHWA funds and \$907 in FTA 5303 funds.

Subtask 2.1 Metropolitan Transportation Improvement Program (MTIP); Annual Projects Listing

Work Task Budget: ~~\$51,729~~ \$40,718

FHWA MPO Planning Funds ~~\$46,093~~ \$36,093

FTA 5303 Metropolitan Planning Funds, ~~\$5,057~~ \$4,150

In-Kind Match, ~~\$579~~ \$475

Funds remaining in Subtask 2.1 will be enough to cover TIP activities for FY17. This task had over \$17,000 in contingency funds budgeted (RVCOG Planning Department budget). There is \$6,500 left in contingency funds for this task.

2. Under Task 3.0 Long Range Planning, Subtask 3.1 ITS; deduct \$5,000 in FHWA funds.

Subtask 3.1 Intelligent Transportation System (ITS) Coordination

Work Task Budget: ~~\$15,572~~ \$10,572

FHWA MPO Planning Funds, ~~\$10,000~~ \$5,000

FTA 5303 Metropolitan Planning Funds, \$5,000

In-Kind Match, \$572

The funds remaining in this task will be enough to complete the ITS regional plan. The plan will be completed in October 2016. Not much staff time is anticipated for the remaining work on this task. This task has \$1,800 remaining in contingency funds.

3. Under Task 3.0 Long Range Planning, Subtask 3.2 RTP Maintenance; deduct \$8,000 in FHWA funds.

Subtask 3.2 RTP Maintenance

Work Task Budget: ~~\$22,935~~ \$14,935

FHWA MPO Planning Funds, ~~\$17,363~~ \$9,363

FTA 5303 Metropolitan Planning Funds, \$5,000

In-Kind Match, \$572

The funds remaining for this task will be sufficient to maintain the RTP. There are contingency funds available from other MRMPO UPWP work tasks (i.e. TSP Assistance, Air Quality, others).

4. Under Task 3.0 Long Range Planning, Subtask 3.4 Alternative Route Plan; deduct \$8,618 in FHWA planning funds and \$907 in FTA 5303 funds.

Subtask 3.4 Alternative Route Plan

Work Task Budget: ~~\$48,088~~ \$38,459

FHWA MPO Planning Funds, ~~\$40,000~~ \$31,382

FTA 5303 Metropolitan Planning Funds, ~~\$5,916~~ \$5,009

In-Kind Match, ~~\$677~~ \$573

MPO Dues, 1,495

Funds remaining for this task will be enough to complete the route

The Revised FY 2017 UPWP Budget (Table 1) and Adopted FY 2017 UPWP Budget (Table 2) were included in the information provided to the Committee.

This is not related to CMAQ funding issues. Staff time was reduced, but all tasks will still be appropriately funded for completion. It is not anticipated that MPO contingency resources will be needed.

MOTION(S):

On a motion by Pam Van Arsdale, seconded by Colleen Roberts, the Revisions to UPWP 2017 Budget and Work were adopted by unanimous vote.

5. MRMPO Planning Update

- Pam Van Arsdale will attend the upcoming OMPOC meeting in Bend.
- Staff will be working with the TAC on Discretionary Funding Projects in the next month.
- Staff is working with ODOT/LCDC to create a draft Scope of Work for creating VMT benchmarks to satisfy the Transportation Planning Rule. LCDC concurrence will be sought on the 5% reduction. The process will assure that the MPO is in compliance with State regulations. The Travel Demand Model is used to estimate the vehicle miles traveled. Mike Baker explained the methodology to the Committee. The MRMPO is the first in the State to show the 5% reduction.
- The new Planning Program Manager will begin his job on October 3rd.

6. Public Comment

None received.

7. Other Business/Local Business

- Pam Van Arsdale asked about “OREGO”. Mike Baker said it was still being tested.
- ODOT was thanked by Christina Stanley for the new 4 way stop in Gold Hill.
- Mike Baker gave an update on the I-5/Blackwell project, outlined the bike/ped route, and mentioned the Region 3 site on the webpage.

8. Agenda Build for Next Meeting**9. Adjournment**

The meeting was adjourned at 3:25 p.m.

Meeting Schedule:

MRMPO TAC	Thursday, Oct. 6 @ 1:30 pm
MRMPO Policy	Thursday, Oct. 20 @ 2:30 pm



DATE: October 13, 2016
TO: MRMPO Policy Committee
FROM: Ryan MacLaren, Associate Planner
SUBJECT: RTP/TIP Amendments

The Policy Committee is being asked to consider approval of the following amendment to the 2013-2038 Regional Transportation Plan and 2015-2018 Transportation Improvement Program.

The 21-day public comment period and public hearing were advertised on or before September 30 in the Medford Tribune, Rogue River Press, Grants Pass Daily Courier, and information is currently available on the MRMPO website. Information on the new project is enumerated, below:

A. Add New Project to RTP & TIP: I-5: Exit 58 6th & Morgan Intersection Improvements

Description: Reconfiguring Intersection, traffic signal & ADA improvements, additional signage, repave-restripe intersection. Reduced scope by eliminating the reconfigure and lengthening of South Bound off-ramp portion of project.

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														
I-5: Exit 58 6th & Morgan Intersection Improvements	Reconfig intersection	502	Exempt - Table 2, Safety								\$ -			\$ -
				17477	2016	Design	\$ 138,330	HSIP	\$ 11,670	ODOT	\$ 150,000			\$ 150,000
				17477	2017	Land Purchase	\$ 25,124	HSIP	\$ 2,876	ODOT	\$ 28,000			\$ 28,000
				17477	2018	Utility Relocate	\$ 9,222	HSIP	\$ 778	ODOT	\$ 10,000			\$ 10,000
				17477	2018	Construction	\$ 1,209,926	HSIP	\$ 102,074	ODOT	\$ 1,312,000			\$ 1,312,000
						Other					\$ -			\$ -
					Total FFY17-18		\$ 1,382,602		\$ 117,398		\$ 1,500,000			\$ 1,500,000



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

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

B. Add New Project to RTP & TIP: Grants Pass 5303 Funds

Description: Support Transit Planning through RTP & TIP.

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	
Middle Rogue Metropolitan Organization														
Grants Pass 5303 Funds	Support Transit Planning through RTP & TIP	800	Exempt - Table 2, Safety								\$ -			\$ -
						Design			\$ -		\$ -			\$ -
						Land Purchase					\$ -			\$ -
						Construction					\$ -			\$ -
						Construction					\$ -			\$ -
				19966	FFY 2016	Other	\$ 50,873	FTA 5303	\$ 5,823	MRMFO	\$ 56,696			\$ 56,696
					Total FFY15-18		\$ 50,873		\$ 5,823		\$ 56,696			\$ 56,696

C. Add New Project to RTP & TIP: Grants Pass MPO Planning (FFY 2017)

Description: Planning and Research.

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	
Middle Rogue Metropolitan Organization														
Grants Pass MPO Planning (FFY 2017)	Planning and Research	801	Exempt - Table 2, Safety							\$ -			\$ -	
						Design			\$ -		\$ -		\$ -	
						Land Purchase				\$ -		\$ -		
						Construction			\$ -		\$ -			
						Construction			\$ -		\$ -			
				19965	FFY 2017	Other	\$ 160,010	PL	\$ 18,314	ODOT	\$ 178,324		\$ 178,324	
		Total FFY15-18	\$ 160,010		\$ 18,314		\$ 178,324		\$ 178,324					

ATTACHMENT A**STATEMENT OF WORK****ROGUE VALLEY COUNCIL OF GOVERNMENTS
MRMPO VMT BENCHMARKS****Acronyms/Definitions**

Agency/ODOT	Oregon Department of Transportation
LCDC	Land Conservation and Development Commission
NTP	Notice to Proceed
Ped	Pedestrian
Plan/Project	Rogue Valley Council of Governments VMT Benchmarks
PMT	Project Management Team
RTP	Regional Transportation Plan
RTSP	Regional Transportation System Plan
RVCOG	Rogue Valley Council of Governments
MRMPO	Middle Rogue Metropolitan Planning Organization
TAC	Technical Advisory Committee
TPR	Transportation Planning Rule
VMT	Vehicle Miles Traveled

PROJECT MANAGEMENT TEAM (PMT)

Rogue Valley Council of Governments (RVCOG) Dan Moore, Planning Program Manager 155 N. 1 st Street Central Point, OR 97502		dmoore@rvcog.org 541-423-1361
Oregon Department of Transportation (ODOT) Ian Horlacher Region 3 Planning P.O. Box 3275 Central Point, OR 97502		Ian.K.Horlacher@odot.state.or.us 541-423-1362
Oregon Dept. of Land Conservation and Development Southern Oregon Regional Representative Community Services Division Josh LeBombard Southern Oregon Regional Solution Center c/o Jobs Council, Southern Oregon University 100 E Main Street, Suite A Medford, OR 97501		josh.lebombard@state.or.us Cell: 541-414-7932

PROJECT BACKGROUND AND OBJECTIVES

Project Purpose/Transportation Relationship and Benefit

The Rogue Valley Council of Governments (RVCOG) VMT Benchmarks provides the requisite analysis and information to seek LCDC approval of VMT benchmarks necessary to comply with the Transportation Planning Rule (TPR).

Project Area

The project area is the Middle Rogue Metropolitan Planning Organization (MRMPO). See attached map.

Background

The TPR (OAR 660-012-0035) requires MPOs to avoid principal reliance on any one mode of transportation by increasing transportation choices to reduce principal reliance on the automobile. This can be accomplished by the MPO adopting a Regional Transportation Plan (RTP) with transportation alternatives that show a 5% reduction in vehicle miles traveled (VMT) per capita for the RTP planning period. In the case of the MRMPO, the RTP planning period is 2015 to 2040.

On November 12, 2015, MRMPO staff sent the Oregon Department of Transportation (ODOT), Transportation Planning Analysis Unit (TPAU) a model run request to determine the VMT per capita for the MRMPO using the recently updated Grants Pass model. The VMT per capita results would be used to determine whether or not the MRMPO was able to meet the 5% VMT per capita reduction requirement. On December 2, 2015, TPAU responded by memo with the results of the model run which are shown in Table 1 below.

Table 1 lists both Base Year 2010 and Future Year 2040 RTP Scenario daily VMT and VMT per Capita, as well as their percentage changes between Base Year 2010 and Future Year 2040 Scenario. The VMT per capita reduction is 5.6% between 2010 and 2040.

Table 1

Scenario Year	Daily VMT (Miles)	Total Population	VMT Per Capita (Miles)	VMT Per Capita % Reduction
Base Year 2010	760,271	68,973	11.0	$(10.4-11.0)/11.0 = -5.6\%$
Future Year 2040	925,791	89,004	10.4	

The results of the model run conclude that the Grants Pass model area meets the TPR 5% VMT per capita reduction requirement.

MPO staff consulted with DLCD on how to proceed with compliance with the TPR. DLCD responded by referring to OAR 660-012-0035(6) which basically states that if the MPO can achieve the 5% reduction that may meet the requirements in (3)(e), (4), and (5):

(6) A metropolitan area may also accomplish compliance with requirements of subsection (3)(e), sections (4) and (5) by demonstrating to the commission that adopted plans and measures are likely to achieve a five percent reduction in VMT per capita over the 20-year planning period. The commission shall consider and act on metropolitan area requests under this section by order. A metropolitan area that receives approval under this section shall adopt interim benchmarks for VMT reduction and shall evaluate progress in achieving VMT reduction at each update of the regional transportation system plan.

Project Objectives

- Demonstrate to LCDC that the RTP is likely to achieve a five percent reduction in VMT per capita over the 20-year planning period.
- Request by order, LCDC's concurrence that the MRMPO is likely to achieve a 5% reduction in VMT per capita over the RTP's planning horizon,
- Develop VMT benchmarks for future updates of the MRMPO RTP.

GENERAL PROVISIONS

Expectations about Written and Graphic Deliverables

Plan must be written concisely and use a simple and direct style, both to minimize the length of the final document and to make the document understandable to as large an audience as is reasonable. Where possible, information must be presented in tabular or graphic format, with a simple and concise accompanying narrative. Electronic documents must be in a format easily translated by a screen reader or text-to-voice software.

RVCOG shall provide copies of written deliverables to the PMT in electronic formats. The following apply to all deliverables unless otherwise specified in this SOW or by Agency:

1. Draft Materials

It is expected that draft deliverables shall be substantially complete and that any changes or revisions needed to address comments will be minor. RVCOG is not required to make major or extensive revisions without an approved contract amendment. This provision does not limit the right of Agency to require correction of deliverables that do not meet the requirements of this SOW.

RVCOG shall provide draft deliverables to the PMT at least ten (10) working days prior to the scheduled meeting/public release.

PMT shall submit one set of comments on draft deliverables to RVCOG within three working days after receipt of draft materials, unless otherwise agreed among the PMT members.

RVCOG shall make minor revisions and corrections to draft deliverables based on comments received and provide new draft to PMT at least two working days prior to meeting/public release.

2. Text memorandums and reports

All memorandums and reports are to be delivered to PMT digitally in Microsoft Word format, or an editable format agreed upon by PMT. Final versions of deliverables must also be provided in an open universally readable format. Memorandums and reports are to be formatted for 8½-inch by 11-inch or 11-inch by 17-inch paper.

3. Maps and graphic deliverables

Maps and site plans must be provided as electronic deliverables which can be read and used directly with ArcGIS 9.0, or in a format as agreed between RVCOG and Agency.

Maps and graphics must include details necessary to ensure usability. Maps must include, at a minimum: a scale; a direction indicator indicating north; a color scheme that ensures readability in black and white; a legend; source; and date for the underlying information.

4. Web Access to All Materials

RVCOG shall provide the PMT continued web access to all completed project files throughout the duration of the Project. RVCOG may satisfy this requirement for an online repository of electronic project files by providing a dedicated webpage for PMT use which includes links to each file, providing access to a File Transfer Protocol site enabling direct downloading of Project files, or an alternative distribution method as agreed between RVCOG and PMT.

Expectations About Meetings and Public Involvement

The Public Involvement program must comply with Statewide Planning Goal 1 (Citizen Involvement), which calls for “the opportunity for citizens to be involved in all phases of the planning process.”

RVCOG shall consider environmental justice issues, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. **Fair treatment** means that no group of people, including a racial, ethnic, or a socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies.

Meaningful involvement means that:

- (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and health;
- (2) the public's contribution can influence the regulatory agency's decision;
- (3) the concerns of all participants involved will be considered in the decision making process; and
- (4) the decision makers seek out and facilitate the involvement of those potentially affected.

RVCOG shall consider Title VI regarding outreach to minorities, women, and low-income populations. Special efforts shall be directed to ensuring outreach to and representation of minorities, women, and low income populations.

Specific information regarding the deliverables and responsibility of public involvement tasks are listed under the appropriate task. In general the following applies to all public involvement:

Meetings

- a. RVCOG shall schedule and arrange all meetings
- b. RVCOG shall provide support for all meetings including published and mailed notices as appropriate, meeting space and collecting feedback after the meeting.
- c. RVCOG shall present materials and answer questions at meetings.
- d. RVCOG shall provide hard copies of large scale maps for use at public meeting that are at least 2-feet by 3-feet in size.
- e. Meeting notes must confirm that RVCOG conducted or attended the meeting as required. Meeting notes are a brief summary of the attendees, topics discussed, and decisions reached. Clear, handwritten notes taken during the meeting are acceptable.

Project Workscope

Task 1: Project Management

1.1 Project Management Meeting

RVCOG shall facilitate Project Management Meeting via video- or teleconference with PMT to initiate the Project and discuss the planning process, schedule, and issues. RVCOG shall submit Meeting Summary of Project Management Meeting to PMT within one week following Project Management Meeting.

1.2 Project Schedule

RVCOG shall prepare and submit to PMT at Project Management Meeting a Project Schedule. RVCOG shall update Project Schedule as needed, as PMT requests.

1.3 Steering Committee List

The MRMPO Technical Advisory Committee (TAC) will be the Steering Committee and responsible for providing direction and guidance throughout the duration of Plan development. RVCOG shall submit to PMT a Steering Committee List at the Project Management Meeting.

1.4 Steering Committee Meetings and Summaries

The regularly scheduled MRMPO TAC meetings will be the forum for the TAC to review materials, provide comment and direction to RVCOG regarding current and future tasks. The TAC meeting minutes will include information presented and a summary of comments received.

RVCOG Deliverables

- 1A Project Management Meeting
- 1B Project Schedule
- 1C Steering Committee List
- 1D Steering Committee Meetings and Summaries (12)

Task 2: Demonstrate that the RTP is Likely to Achieve a 5% Reduction in VMT per Capita

2.1 Draft 5% Reduction in VMT per Capita Memorandum

RVCOG shall develop and submit to PMT within one month of Notice to Proceed (NTP) a 5% reduction in VMT per capita Memorandum to be presented to LCDC for concurrence by order. Memorandum must be coordinated with the Steering Committee and include the modeling methodology used to determine the VMT per capita and the technical report that describes the results of the modeling in a Word document.

Final VMT per Capita Memorandum

RVCOG shall revise the Draft VMT per Capita Memorandum, based on comments from PMT and Steering Committee. RVCOG shall submit to PMT within two weeks (ten working days) of receiving comments a Final VMT per Capita Memorandum.

RVCOG Deliverables

- 2A Draft VMT per Capita Memorandum
- 2B Final VMT per Capita Memorandum

Task 3: Request LCDC Concurrence, by Order, on MRMPO 5% Reduction in VMT per Capita

3.1 Draft Letter to LCDC Requesting Concurrence, by Order, that the MRMPO is Likely to Achieve 5% Reduction in VMT per Capita

RVCOG shall develop and submit to PMT within three (3) months of NTP a Draft letter to LCDC requesting concurrence by order that the MRMPO will achieve a 5% reduction in VMT per Capita over the 20-year planning horizon.

The VMT per capita memo from Task 2 will be included in the letter to LCDC.

3.2 Revised Letter to LCDC

RVCOG shall revise the Draft letter to LCDC, based on comments from PMT and Steering Committee. RVCOG shall submit to PMT within two weeks (ten working days) of receiving comments a revised letter to LCDC.

3.3 Final Letter to LCDC

RVCOG shall revise the letter to LCDC, based on comments from PMT and Steering Committee. RVCOG shall submit to PMT within two weeks (ten working days) of receiving comments a Final letter to LCDC.

3.4 Presentation to LCDC

RVCOG shall coordinate with DLCD staff to request an appearance before LCDC to ask for concurrence, by order, that the MRMPO is likely to achieve a 5% reduction in VMT per capita over the RTP's planning horizon.

RVCOG Deliverables

- 3A Draft Letter to LCDC
- 3B Revised Letter to LCDC
- 3C Final Letter to LCDC
- 3D PowerPoint Presentation to LCDC

Task 4: Develop VMT Benchmarks

OAR 660-012-0035(6) states that, "A metropolitan area may also accomplish compliance with requirements of subsection (3)(e), sections (4) and (5) by demonstrating to the commission that adopted plans and measures are likely to achieve a five percent reduction in VMT per capita over the 20-year planning period." Should the MRMPO receive approval from LCDC under this section by order, then RVCOG shall adopt interim benchmarks for VMT reduction and shall evaluate progress in achieving VMT reduction at each update of the regional transportation system plan.

4.1 Draft VMT Benchmarks Memorandum

RVCOG will draft VMT benchmarks by looking at the travel demand model VMT per capita estimations for 2015 and 2040 and determine a trajectory to expect for VMT reduction and apply the numbers (as percentages) to the interim years for RTP updates (2019, 2023, 2027, 2031, 2035 & 2040). The benchmarks would need to be reasonable, show progress and justified by assumptions in the RTP.

4.2 Revised VMT Benchmarks Memorandum

RVCOG shall revise the Draft VMT Benchmarks memorandum, based on comments from PMT and Steering Committee. RVCOG shall submit to PMT within two weeks (ten working days) of receiving comments a Revised VMT Benchmarks memorandum.

4.3 Final VMT Benchmarks Memorandum

RVCOG shall revise the Revised VMT Benchmarks Memorandum, based on comments from PMT and Steering Committee. RVCOG shall submit to PMT within two weeks (ten working days) of receiving comments a Final VMT Benchmarks Memorandum.

RVCOG Deliverables

- 4A Draft VMT Benchmarks Memorandum
- 4B Revised VMT Benchmarks Memorandum
- 4C Final VMT Benchmarks Memorandum

Task 5: Report to LCDC**5.1 Draft VMT Benchmarks Report to LCDC**

RVCOG shall prepare and submit to PMT within eight (8) months of NTP a Draft VMT Benchmarks Report to be presented to LCDC for approval by order.

5.2 RVMPO Technical Advisory Committee Presentation and Summary

RVCOG shall present the Draft VMT Benchmark Report to the MRMPO Technical Advisory Committee (TAC) in order to receive comments. RVCOG shall submit to PMT within two weeks (ten working days) of the TAC meeting, a summary of all comments received on Draft VMT Benchmarks Report.

5.3 Final VMT Benchmarks Report

RVCOG shall revise Draft VMT Benchmarks Report based on comments from PMT and the TAC meeting, and prepare and submit to PMT within two weeks (ten working days) of receiving comments a Final VMT Benchmarks Report along with recommendations from the TAC on MRMPO Policy Committee approval of the final VMT Benchmarks Report.

5.4 MRMPO Policy Committee Adoption Hearing and Summary

RVCOG shall arrange, attend and facilitate a MRMPO Policy Committee Adoption Hearing, for adoption of the Final VMT Benchmarks Report. RVCOG shall submit to PMT within two weeks (ten working days) of MRMPO Policy Committee Adoption Hearing a Summary which must include action taken.

Final VMT Benchmarks Report must be in a format suitable for adoption by LCDC.

RVCOG Deliverables

- 5A Draft VMT Benchmarks Report
- 5B MRMPO Technical Advisory Committee Meeting and Presentation and Summary
- 5C Final VMT Benchmark Report
- 5D MRMPO Policy Committee Adoption Hearing and Summary

RVCOG Amounts per Deliverable and Schedule

<i>Task</i>	<i>Description</i>	<i>Total Fixed Amount Payable to RVCOG Per Deliverable</i>	<i>Schedule (after Notice to Proceed)</i>
1A	Project Management Meeting	\$340	2 weeks
1B	Project Schedule	\$170	2 weeks
1C	Steering Committee List	\$170	2 weeks
1D	Steering (TAC) Committee Meetings and Summaries (12)	\$0	
		Task 1 Total	\$680
2A	Draft VMT per Capita Memo	\$5,100	2 months
2B	Final VMT per Capita Memo	\$850	3 months
		Task 2 Total	\$5,950
3A	Draft Letter to LCDC	\$1,700	4 months
3B	Revised Letter to LCDC	\$680	5 months
3C	Final Letter to LCDC	\$680	5 months
3D	Presentation to LCDC	\$3,220	5 months
		Task 3 Total	\$6,280
4A	Draft VMT Benchmarks Memo	\$5,525	6 months
4B	Revised VMT Benchmarks Memo	\$680	7 months
4C	Final VMT Benchmarks Memo	\$680	7 months
		Task 4 Total	\$6,885
5A	Draft VMT Benchmarks Report to LCDC	\$2,975	8 months
5B	MRMPO Technical Advisory Committee Meeting and Presentation and Summary	\$0	9 months
5C	Final VMT Benchmarks Report	\$1,360	9 months
5D	MRMPO Policy Committee Adoption Hearing and Summary	\$0	9 months
		Task 5 Total	\$4,335
	Supplies/copies	\$500	
		Project Total	\$24,630

Project Area Map

