



AGENDA

Middle Rogue Metropolitan Planning Organization Policy Committee

Date: Thursday, February 21, 2019

Time: 2:30 p.m.

Location: Courtyard Conference Room, Grants Pass City Hall

101 NW "A" Street, Grants Pass, OR

Transit: served by JCT Routes #35, 40, 50, 80 and the Rogue Valley
Commuter Line

Contact: Rebecca Swanz, RVCOG: 541-423-1375

MRMPO website: www.mrmppo.org

1	Call to Order / Introductions / Review Agenda	Darin Fowler, Chair
2	Review / Approve Minutes	Chair
Attachment	#1 MRMPO Policy Committee Draft Minutes 190117	
Action Items		
3	MRMPO Policy Committee Chair & Vice Chair Elections	Chair
Background	Per the Policy Committee's Bylaws, "The officers of the committee shall be a chair and vice chair to be elected at the February meeting...The officers shall hold office for a period of one year, beginning at the close of the February meeting."	
Attachments	#2 MRMPO Policy Committee Bylaws	
Action Requested	Elect a new Chair and Vice Chair per the Policy Committee Bylaws.	
4	Approval of Dues Structure for 2019–2020	Karl Welzenbach
Background	The Policy Committee sets member dues annually as part of the adoption process for the Unified Planning Work Program (UPWP). At their February 7 meeting, the TAC recommended approval of the dues to the Policy Committee. Staff is seeking approval of proposed dues for FY2019–20. Additionally, for your information, staff is providing a draft summary of how the Planning funds are expected to be expended.	
Attachments	#3 Memo Outlining Dues for FY 2019–20	
Action Requested	Approve adoption of Dues Schedule for FY2019–20	

Discussion Items		
5	Public Comment <i>*Limited to one comment per person, five minute maximum time limit.</i>	Chair
Regular Updates		
6	Planning Update	Karl Welzenbach
<i>Attachments</i>	#4 Tracking Spreadsheet for Currently Active MRMPO Projects <i>*Note: This will be provided for review on a quarterly basis in February, May, August, and November.</i>	
7	Other Business / Local Business Opportunity for MRMPO member jurisdictions to talk about transportation planning projects.	Chair
8	Adjournment	Chair

- The next MRMPO Policy Committee meeting will be **Thursday, March 21 at 2:30 p.m.** in the Courtyard Conference Room at Grants Pass City Hall.
- The next MRMPO Technical Advisory Committee (TAC) meeting will be **Thursday, March 7, 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 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 Policy Committee January 17, 2019

The following attended:

Voting Members	Organization	Phone Number
Dan DeYoung	Josephine County	660-0342
Bob Strosser	Jackson County	774-6119
Pam VanArsdale, Vice Chair	Rogue River	660-4414
Rob Brandes	Josephine County	474-5460
Wade Elliot for Barry Eames	Grants Pass	450-6110
Staff	Organization	Phone Number
Ryan MacLaren	RVCOG	423-1338
Nikki Hart-Brinkley	RVCOG	423-1378
Interested Parties	Organization	Phone Number
Ryan Hess	City of Rogue River	541-787-0212

MRMPO Policy Committee [January 17, 2019 Agenda Packet](#)

Full meeting recording: [190117 MRMPO Policy Committee Meeting Audio](#)

1. Call to Order / Introductions/ Review Agenda 00:00 – 01:35
2:33 p.m. | *Quorum*: 5 voting members, regardless of jurisdiction

The Vice Chair asked if there were any changes or additions to the meeting agenda. None were raised.

2. Review / Approve Minutes 01:36 – 01:57

01:41 | *Bob Strosser moved to approve the November 15, 2018 policy committee meeting minutes as presented. Seconded by Rob Brandes.*

The motion carried unanimously by voice vote.

Presentations

3. ODOT Crash Analysis Tool 01:58 – 28:48

4. Participant Statistical Areas Program (PSAP) Census Presentation 28:49 – 37:28

Action Items

None scheduled.

Discussion Items

5. Public Comment 37:29 – 37:42

No comments made.

Regular Updates

6. Planning Update 37:43 – 40:35

7. Other Business/Local Business 40:36 – 55:20

8. Adjournment

3:29 p.m.

Scheduled Meetings

MRMPO TAC | Thursday, February 7, 2019 | 1:30 pm

MRMPO Policy Committee | Thursday, February 21, 2019 | 2:30 pm

B Y L A W S

MIDDLE ROGUE METROPOLITAN PLANNING ORGANIZATION (MRMPO)

POLICY COMMITTEE

Article I

This committee, established pursuant to the Governor's MPO designation letter, dated March 20, 2013, shall function as the Metropolitan Planning Organization (MPO) for the Grants Pass Urbanized Area.

Article II

Purpose

The purpose of the MRMPO 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 MRMPO Policy Committee will be supported by advisory committees as it deems appropriate.

The responsibilities of the MRMPO 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, Transportation Improvement Program and Air Quality Conformity Determinations.
- 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 nine (9) members appointed by their governmental unit. These are:
 - 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
 - Oregon Department of Transportation (ODOT), 1 member
- b. Each Policy Committee member may designate, in writing to RVCOG, 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 and provide notice to RVCOG in writing.
- 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 member 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 regular meetings at such time and place determined by the committee.
- b. Public notice will be provided, consistent with Oregon law and reasonably calculated to give actual notice to interested persons including news media which have requested notice, of the time and place for holding regular meetings. The notice shall also include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.
- c. Written minutes will be taken at each meeting. The chair and vice chair may 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 RVCOG on two days notice. No action may be taken unless all members are given 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 members.
- c. The voting on all questions coming before the MPO Policy Committee shall be by voice vote. A majority of members present must vote in the affirmative for any action to be approved.
- d. When voting on any matter, any member may call for a super-majority, roll-call vote. In such instances, affirmative votes by two-thirds of voting members present will be required for the motion to carry.
- e. 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, and as vacancies occur.
- 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, the longest tenured committee member present shall serve as temporary chair and facilitate the meeting until the new chair and vice chair are elected to fill the remainder of the vacated terms.
- 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 chair has authority to sign documents on behalf of the MRMPO.
- d. The vice-chair shall conduct all meetings of the committee in the absence of the chair.

Section 4. Executive Director

- a. The RVCOG's Executive Director or his designee shall be a non-voting member of the committee, responsible for staff support of the committee, including minute taking and record keeping.

Article VI

Advisory Committees

Section 1: Purpose

Jurisdictions of the MPO recognize the need for advisory committees to examine issues in depth, bring in information that may be outside the ordinary scope and conduct of Policy Committee meetings, and develop recommendations to the Policy Committee. The MRMPO Policy Committee may establish advisory committees as it deems appropriate. Such committees may be permanent or temporary, and shall function under the Policy Committee's general direction. Permanent committees shall develop their own bylaws, which are subject to Policy Committee adoption.

Section 2. Technical Advisory Committee

- a. Jurisdictions of the MRMPO identify the need to create a permanent committee to be known as the MRMPO Technical Advisory Committee to support Policy Committee activities.
- b. Membership shall include MRMPO jurisdictions and governmental entities that may have a significant role in, or relationship to, MRMPO decisions.
- c. Members shall have technical expertise to contribute to MRMPO deliberations. The TAC has responsibility to conduct technical review and analyses, advise the Policy Committee, and work with MRMPO staff to identify pertinent information to support planning activities.
- d. There may be ex-officio members representing and appointed by Federal Highway Administration, Federal Transit Administration, Oregon Department of Land Conservation and Development, Oregon Department of Environmental Quality and Oregon Division of State Lands.

Section 3. Subcommittees

- a. Subcommittees as needed shall be appointed by the chair and with consent of the committee.
- 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 Policy Committee, by a majority vote, may dissolve subcommittees or remove individual members with or without cause.

Section 4. Advisory Committee Meetings

- a. Advisory committee meetings may be called by its chair, by the chair of the TAC, by any two subcommittee members or by RVCOG Planning Program Manager on two days notice. A majority of subcommittee members shall constitute a quorum, and an act of the majority of the quorum present at the meeting shall constitute the act of the subcommittee.
- b. Meetings of permanent advisory committees shall be conducted consistent with approved bylaws.

Article VII

Amendments to the Bylaws

Section 1.

- a. These bylaws may be amended or repealed or new bylaws may be adopted by affirmative votes of at least two-thirds of committee members 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.

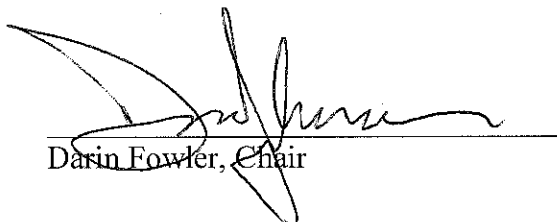
Article VIII

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 Middle Rogue Metropolitan Planning Organization Policy Committee:


Darin Fowler, Chair

August 12, 2013
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 14, 2019
TO: MRMPO Policy Committee
FROM: Karl Welzenbach, Planning Program Manager
SUBJECT: FY 2019-20 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 2019-2020. Population estimates are certified July 1, 2018 from Portland State University.

Table 1

MRMPO Proposed 2019-20 Dues					
Member Jurisdictions	Population	Dues Rate per Capita	Proposed FY2019-20 Dues	FY2018-19 Dues	Change in Dues
Gold Hill	1,220	\$0.16	\$195	\$195	\$0
Grants Pass	37,285	\$0.16	\$5,966	\$5,942	\$24
Jackson County*	2,916	\$0.16	\$467	\$420	\$46
Josephine County**	16,355	\$0.16	\$2,617	\$2,401	\$216
Rogue River	2,245	\$0.16	\$359	\$355	\$4
<i>Total</i>	60,021		\$9,603	\$9,313	\$290

Table 2 summarizes anticipated use of FY2019-20 member dues.

Table 2

Dues Ests			
Staff Support			\$1,729
Travel Related			\$7,203
Memberships/Conferences			\$672
			\$9,603

Ongoing MRMPO Projects 02-07-19

Agency	Project Name	TIP	Year Programmed (20XX)	Project Status (Phase / Status)		Comments Received
				P	S	
Grants Pass	Alt Fuel Facility Plan	15-18	15	PL		On hold.
				D		
				LP		
				UR		
				CN		
				OT		
Grants Pass	Bike/Ped Improvements	15-18	16	PL		In design for last part of funding for that on "B" street.
				D	2	
				LP		
				UR		
				CN	2	
				OT		
Grants Pass	Redwood Ave Phase 2	15-18	14	PL	3	Complete.
				D	3	
				LP	3	
				UR	3	
				CN	3	
				OT	3	
Grants Pass	Redwood Ave Phase 3	15-18	15	PL	3	Complete.
				D	3	
				LP	3	
				UR	3	
				CN	3	
				OT	3	
JCT	Commuter Service	15-18	14	PL	0	Applied for discretionary funds to continue service.
				D	0	
				LP	0	
				UR	0	
				CN	0	
				OT	2	

Ongoing MRMPO Projects 02-07-19

Agency	Project Name	TIP	Year Programmed (20XX)	Project Status (Phase / Status)		Comments Received
Josephine County	Merlin Road Sidewalk	15-18	17	PL		Complete.
				D	2	
				LP	1	
				UR	1	
				CN	1	
				OT	1	
RVCOG	Hybrid Vehicle	15-18	14	OT	3	Complete.
Grants Pass	Allen Creek Road Improvements	18-21	18	PL	0	Presentation to a joint Board of County Commissioners and City Council. Looking for options to move the project forward.
				D	0	
				LP	0	
				UR	0	
				CN	0	
				OT	0	
JCT	Electric Transit Vehicles	18-21	19	PL	0	They will be received by June or July.
				D	0	
				LP	0	
				UR	0	
				CN	0	
				OT	2	
JCT	Transit Hub	18-21	19	PL	2	Waiting to get the funds transferred to FTA
				D	2	
				LP	2	
				UR	2	
				CN	2	
				OT	2	
Jackson County	Rogue River Greenway: Rock Point to Twin Bridges Rd	18-21	19,20	PL	3	Had an open house a couple of weeks ago that went very well. Projects is progressing. Letting the project this spring.
				D	2	
				LP	1	
				UR	1	
				CN	1	
				OT	1	

Ongoing MRMPO Projects 02-07-19

Agency	Project Name	TIP	Year Programmed (20XX)	Project Status (Phase / Status)	Comments Received
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<u>Phase</u>	<u>Status</u>
PL= Planning	0 = N/A
D = Design	1 = Not Started
LP = Land Purchase	2 = In Process
UR = Utility Relocate	3 = Complete
CN = Construction	
OT = Other	