



SUMMARY MINUTES
*Middle Rogue Metropolitan Planning Organization
 Policy Committee*

October 20, 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
Rob Brandes	Josephine County	474-5460
Simon Hare	Josephine County	474-5221
Ian Horlacher for Mike Baker	ODOT	
Others		
Leslie Orr	GP Bike/Ped.	
Jason Canady	Grants Pas	450-6111
Staff		
Karl Welzenbach	RVCG	
Dan Moore	RVCOG	423-1361
Ryan MacLaren	RVCOG	
Bunny Lincoln	RVCOG	

1. Call to Order / Introductions/ Review Agenda

The Chairman called the meeting to order at 2:35 p.m. The Committee did self introductions, and the group welcomed Karl Welzenbach, the new RVCOG Program Manager.

2. Review / Approve Minutes

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

On a motion by Pam Van Arsdale, seconded by Colleen Roberts, the minutes were approved as presented. Ian Horlacher 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:

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

The Chair read the procedure for the public hearing.

Ryan MacLaren presented an overview of the proposed amendment, and the Policy Committee was asked to consider approval of the following amendments to the 2015-2040 Regional Transportation Plan and 2015-2018 Transportation Improvement Program.

The 21-day public comment period and public hearing were advertised in the Medford Tribune, Rogue River Press, Grants Pass Daily Courier, and information is currently available on the MRMPO website. The TAC has recommended approval of the amendments.

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 # - 502

Timing - FFY 2017-18

Cost - \$1,500,000 ODOT matching funds. (Non-MPO).

Conformity Status - Exempt-Table 2 (Safety)

Ian Horlacher added additional, simplified information about the project. Simon Hare asked about changes that had been recommended. Ian Horlacher shared that an Interchange Area Management Plan will be created.

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 Simon Hare, seconded by Rob Brandes the I-5: Exit 58 (6th & Morgan

Intersection Improvements) passed unanimously.

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

Description: Support Transit Planning through RTP & TIP

Project # - 800

Timing – FFY 2015-18

Cost - \$56,696 MRMPO matching funds.

Conformity Status - Exempt-Table 2 (Safety) (All are identified in the UPWP)

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

Description: Planning and Research.

Project # - 801

Timing – FFY 2015-18

Cost - \$178,324 ODOT matching funds.

Conformity Status - Exempt-Table 2 (Safety)

The Chair opened the public hearing on items B. and C.

In support: None received

In opposition: None received

The Chair closed the public testimony.

MOTION(S):

On a motion by Ian Horlacher, seconded by Pam van Arsdale the Grants Pass 5303 Funds and Grants Pass (MPO Planning (FFY 2017) passed unanimously by voice vote.

Action Item:

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

Dan Moore explained that 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 Scope of Work does not represent any additional taxes. The TAC recommends approval the scope of work.

The Scope of Work includes the following:

**STATEMENT OF WORK
ROGUE VALLEY COUNCIL OF GOVERNMENTS
MRMPO VMT BENCHMARKS**

Acronyms/Definitions

PROJECT MANAGEMENT TEAM (PMT)

PROJECT BACKGROUND & OBJECTIVES

- **Project Purpose/Transportation Relationship and Benefit**
- **Project Area**
- **Background**

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.

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 DLCDC on how to proceed with compliance with the TPR. DLCDC 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, NOTE: The 5% reduction has already been reached.
- 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 Work Scope

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
Cost: \$340 Time: 2 weeks.
- 1B Project Schedule
Cost: \$170 Time: 2 weeks
- 1C Steering Committee List
Cost: \$170 Time: 2 weeks
- 1D Steering Committee Meetings and Summaries (12)
Cost: \$0 Time: 2 weeks

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	Cost: \$5,100	Time: 2 Mo.
2B	Final VMT per Capita Memorandum	Cost: \$850	Time: 3 Mo.

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	Cost: \$1,700	Time: 4 Mo.
3B	Revised Letter to LCDC	Cost: \$680	Time: 5 Mo.
3C	Final Letter to LCDC	Cost: \$680	Time: 5 Mo.
3D	PowerPoint Presentation to LCDC	Cost: \$3,220	Time: 5 Mo.

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	Cost: \$5,525	Time: 6 Mo.
4B	Revised VMT Benchmarks Memorandum	Cost: \$680	Time: 6 Mo.
4C	Final VMT Benchmarks Memorandum	Cost: \$680	Time: 6 Mo.

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 to LCDC
Cost: \$2,975 Time: 8 mo.
- 5B MRMPO Technical Advisory Committee Meeting and Presentation and Summary
Cost: \$0 Time: 9 mo.
- 5C Final VMT Benchmark Report
Cost: \$0 Time: 9 mo.
- 5D MRMPO Policy Committee Adoption Hearing and Summary
Cost: \$0 Time: 9 mo.

MOTION(S):

On a motion by Pam Van Arsdale, seconded by Colleen Roberts, the Vehicle Miles Traveled (VMT) Benchmarks Scope of Work was adopted by unanimous vote. Ian Horlacher abstained.

5. MRMPO Planning Update

- Karl Welzenbach, Program Manager, introduced himself, and said that he was looking forward to working with the MPO in the future.
- Dan Moore shared an ODOT conference call among all the MPOs would be created to discuss the future ramifications of adding Eugene and Salem to the CMAQ funding program. The MRMPO may be looking at a 12% reduction (based upon population) in funding. It was pointed out that future participation will be critical to the interests of the region, especially if a retroactive mechanism is determined to be applicable to Eugene and Salem. Simon Hare commented that an appropriate MPO advocacy role is essential throughout the process. Both RVMPO and MRMPO have already submitted letters of concern to ODOT on this matter. Committee members expressed great concern with the potential, “retroactive” aspect of the process due to projects that already have funding allocated to them.
- Staff has been attending Greenhouse Gas meetings (4). On Nov. 4th (Salem) and Central Point (RVCOG), will hold another “Go to” meeting. In the future, it is surmised that the LOC will be more involved in this matter, as opposed to MPOs being involved..

NOTE: Two options are being proposed, but a decision has not been made yet: #1 is the same reduction targets. Option #2 gives Portland Metro a higher target.

The MRMPO and RVMPO will meet prior to the Nov. 4th meeting to strategize on this issue.

6. Public Comment

None received.

7. Other Business/Local Business

- Pam Van Arsdale shared details of the recent OMPOC meeting, and that communication with the legislature on promotion of transportation funding is vital. Transit, seismic concerns, etc. were also mentioned. She also had brochure handouts on the MPO regions, exclusive of the MRMPO.
- Rob Brandes talked about improvements to Galice Road.
- Ian Horlacher said that the Grants Pass TSP is being reviewed by ODOT, and will go onto the DOJ next.

8. Agenda Build for Next Meeting

- The November 17th meeting will be cancelled.

9. Adjournment

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

Meeting Schedule:

MRMPO TAC Thursday, Nov. 3 @ 1:30 pm
MRMPO Policy ~~Thursday, Nov. 17 @ 2:30 pm~~

CANCELLED