



## **AGENDA**

### *Middle Rogue Metropolitan Planning Organization* **Technical Advisory Committee (TAC)**

*Date:* Thursday, September 1, 2016

*Time:* 1:30 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](http://www.mrmppo.org)

**1. Call to Order/Introductions/Review Agenda .....Chair**

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

#### ***Action Items:***

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

*Background:* The TAC is being asked to make recommendations to the Policy Committee on the proposed RTP/TIP amendments. The 21-day public comment period and public hearing will be advertised on or before August 24 in the Medford Tribune, Rogue River Press, Grants Pass Daily Courier, and information is currently available on the MRMPO website.

*Attachment:* #2 – Memo, RTP/TIP Amendments

*Action Requested:* Forward recommendation to the Policy Committee.

**4. Revisions to UPWP 2017 Budget and Work Plan..... Dan Moore**

*Background:* The UPWP budget needs to be amended to reflect changes in the amounts of FHWA and FTA 5303 planning funds allocated to the MPO.

*Attachment:* #3 – Memo

*Action Requested:* Forward recommendation to the Policy Committee

5. **MRMPO Update** ..... **Dan Moore**

6. **Public Comment\*** ..... **Chair**

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

7. **Other Business / Local Business** ..... **Chair**

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

8. **Adjournment** ..... **Chair**

- The next Middle Rogue MPO TAC meeting will be **Thursday, October 6, at 1:30 p.m. in the Courtyard Conference Room at Grants Pass City Hall.**
- The next Middle Rogue MPO Policy Committee meeting will be **September 15, 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 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 Technical Advisory Committee (TAC)*

**August 4, 2016**

*The following people were in attendance:*

#### **MRMPO Technical Advisory Committee**

<u><b>Member</b></u>	<u><b>Organization</b></u>	<u><b>Phone Number</b></u>
Chuck DeJanvier	Josephine County	474-5460
Ian Horlacher	ODOT	774-6399
John Krawczyk, Vice Chair	Rogue River	582-4401
John Vial	Jackson County	774-6238
Kelli Sparkman	ODOT	774-6383
Josh LeBombard	DLCD	414-7932
Steve Scrivner for Jason Canady	Grants Pass	450-6110
<u><b>Staff</b></u>		
Dan Moore	RVCOG	423-1361
Bunny Lincoln	RVCOG	944-2446
Ryan MacLaren	RVCOG	423-1338
<u><b>Others Present</b></u>		
Leslie Orr	Grants Pass Bike/Ped.	

#### **1. Call to Order / Introductions / Review Agenda**

The Vice Chairman called the meeting to order at 1:35 PM in the Rogue River City Council Chambers.

#### **2. Review / Approve Minutes**

The Vice Chairman asked if there were any changes or additions to the minutes of June 2, 2016

**On a motion by Ian Horlacher, seconded by John Vial, the Committee approved the minutes as presented.**

***Action Items:***

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

Ryan MacLaren presented an overview of the RTP amendments to the TAC.

The TAC was asked to make recommendations to the Policy Committee on the proposed RTP/TIP amendments. The 21-day public comment period and public hearing have been advertised in the Medford Tribune, Rogue River Press, Grants Pass Daily Courier, with information available on the MRMPO website. The TIP amendment figures haven't been approved

**A. Amendment to RTP: *Transit Hub – Josephine County***

Description: The project consists of developing a transit hub on two parcels of land that the County already owns. The hub will consist of on street parking for six separate transit vehicles, passenger shelters for all six slots, bike racks, parking for park and ride use, additional seating besides the shelters, lighting, security and a customer service building

PROJECT NUMBER	LOCATION	DESCRIPTION	TIMING	COST	Conformity Status
<b>Josephine Community Transit</b>					
724	Region 3	Transit hub, Josephine County	short	\$1,052,000	Exempt- Table 3

**On a motion by Ian Horlacher, seconded by John Vail, the Amendment to RTP: Transit Hub – Josephine County was unanimously recommended to the Policy Committee for their approval.**

**B. Add New Project to RTP & TIP: *Region-wide Rumble Strips (KN 18880)***

Description: Region-wide rumble strips.

The State is requesting the Region-wide Rumble Strips (KN 18880) project be amended to the 2015-2018 Metropolitan Transportation Improvement Program (MTIP) and the 2015-2040 Regional Transportation Plan (RTP).

The project description is to install edge line rumble strips, center line rumble strips, and center line recessed pavement markers to a number of highway segments within the Region.

Only a small segment of center line recessed pavement markers fall within the MRMPO Boundary.

The funds for this project are not MRMPO funds, but rather ODOT Safety Funds.

The information that will be amended to the MTIP and RTP includes:

Design = \$74,000 Funding Source – HSIP

Construction = 1,750,000 Funding Source – HSIP

**On a motion by John Vial, seconded by Kelli Sparkman, the Region-wide Rumble Strips (KN 18880) Project was unanimously recommended to the Policy Committee for their approval.**

**4. MRMPO Update**

- The position of Program Manager has filled.
- The new ODOT fund exchange program will require a new agreement with the RVCOG.
- Several projects in the new fiscal year (alternative emergency routes, RTP, establishing VMT benchmarks as part of RTP) will come to the TAC.
- No ODOT correspondence has been received on the CMAQ issue. It may be that projects will be judged on a competitive basis now, which would create a potential issue for Tier 1 and Tier 2 projects. It is anticipated that the changes will begin in 2018.
- Pat Fisher retired from ODOT

**5. Public Comment** No comments were offered.

**6. Other Business/Local Business**

- Ian Horlacher gave an update on Rogue River's TSP update. The Plan is at 99% completion
- Gold Hill is doing to do a Street Network Plan. Dick Converse and Ian Horlacher will be assisting with this.
- Rogue River is working on hiring a new planner.

**7. Adjournment**

**Scheduled Meetings:**

\*MRMPO TAC Sept. 1, 2016 @ 1:30 pm.

\*MRMPO Policy Aug. 18, 2016 @ 2:30 pm



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

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**DATE:** August 25, 2016  
**TO:** MRMPO Technical Advisory Committee  
**FROM:** Ryan MacLaren, Associate Planner  
**SUBJECT:** RTP/TIP Amendments

The TAC is being asked to make recommendations to the Policy Committee on the proposed RTP/TIP amendments described below and on the following pages. The Policy Committee will hold a public hearing at 2:30 p.m. on Thursday, September 15, 2016 to consider adoption of the proposed TIP and RTP amendments. The 21-day public comment period and public hearing will be 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. Add New Project to RTP & TIP: Grants Pass Signal & Pedestrian Upgrades**

**Description:** The project consists of construction of left turn lane, signal improvements, raised median, install crosswalks, and ramp upgrades. Project locations at “M” St and 7<sup>th</sup>, (left turn lane, signal improvements, raised median) 4 intersections on 6<sup>th</sup> and 3 intersections on 7<sup>th</sup> St (RRFB’s, crosswalks, and ramp upgrades) and signal and lighting installation at MP 1.2 on US 199.

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														
Grants Pass Signal & Pedestrian upgrades	construction of left turn lane, signal improvements, raised median, install crosswalks, and ramp upgrades	506	Exempt - Table 2, Safety								\$ -			\$ -
				19960	2017	Design	\$ 253,605	HSIP	\$ 21,395	ODOT	\$ 275,000			\$ 275,000
				19960	2017	Land Purchase	\$ 207,495	HSIP	\$ 17,505	ODOT	\$ 225,000			\$ 225,000
				19960	2017	Utility Relocate	\$ 165,996	HSIP	\$ 14,004	ODOT	\$ 180,000			\$ 180,000
				19960	2018	Construction	\$ 1,829,645	HSIP	\$ 154,355		\$ 1,984,000			\$ 1,984,000
						Other				\$ -			\$ -	
					Total FFY17-18		\$ 2,456,741		\$ 207,259		\$ 2,664,000			\$ 2,664,000



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**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.

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	
Josephine Community Transit														
Josephine CO-5339 Bus & Facilities Program-Small Urban (15-17)	Bus replacements for small urban public transit service	725	Exempt - Table 2, Safety								\$ -			\$ -
						Design			\$ -		\$ -			\$ -
						Land Purchase					\$ -			\$ -
						Construction					\$ -			\$ -
						Construction					\$ -			\$ -
				19955	FFY 2016	Other	\$ 274,574	FF30	\$ 31,426	ODOT	\$ 306,000			\$ 306,000
					Total FFY15-18			\$ 274,574		\$ 31,426		\$ 306,000		



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**DATE:** August 25, 2016  
**TO:** MRMPO Technical Advisory Committee  
**FROM:** Dan Moore, Planning Program Manager  
**SUBJECT:** Budget Amendments to FY 2017 UPWP

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The purpose of this memo is to provide the Technical Advisory 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.

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 are attached to this memo.

### **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 plan. Contingency funds from other work tasks in the UPWP can be used if necessary.

Table 1 – Revised FY 2017 UPWP Budget

MRMPO FY 2017 UPWP BUDGET						
Transportation Planning Funds by Source and Activity						
	FHWA MPO Planning Funds (1)	FTA 5303 (2)	In-Kind Match (2)	MPO Dues (3)	Region 3 Planning Funds (4)	Total Budget (5)
<b>Work Tasks</b>						
<b>1. Program Management</b>						
1.1 Office & Personnel Mgmt: Fiscal & Grant Admin.	\$45,000	\$15,000	\$1,717	\$6,894	\$0	\$68,611
1.2 UPWP Development & UPWP Progress	\$5,000	\$750	\$86	\$0	\$0	\$5,836
1.3 Public Education and Involvement Program	\$3,000	\$1,000	\$114	\$0	\$0	\$4,114
1.4 Interagency & Jurisdictional Coordination	\$5,000	\$800	\$92	\$0	\$0	\$5,892
1.5 Grant Writing	\$1,000	\$0	\$0	\$0	\$0	\$1,000
Totals	\$59,000	\$17,550	\$2,009	\$6,894	\$0	\$85,453
<b>2. Short Range Planning</b>						
2.1 TIP Activities	\$36,093	\$4,150	\$475	\$0	\$0	\$40,718
2.2 Air Quality Conformity	\$10,000	\$4,080	\$467	\$0	\$0	\$14,547
2.3 Local TSP Technical Assistance	\$10,000	\$500	\$57	\$0	\$0	\$10,557
2.4 STP & CMAQ Project Funds Management	\$10,736	\$1,500	\$172	\$0	\$0	\$12,408
Totals	\$66,829	\$10,230	\$1,171	\$0	\$0	\$78,230
<b>3. Long Range Planning</b>						
3.1 ITS Coordination	\$5,000	\$5,000	\$572	\$0	\$0	\$10,572
3.2 RTP Maintenance	\$9,363	\$5,000	\$572	\$0	\$0	\$14,935
3.3 VMT Per Capita Benchmarks	\$0		\$0	\$0	\$40,000	\$40,000
3.4 Alternative Route Plan	\$31,382	\$5,009	\$573	\$1,495	\$0	\$38,459
Totals	\$45,745	\$15,009	\$1,718	\$1,495	\$40,000	\$103,967
<b>4. Data Development</b>						
4.1 Research & Analysis Program	\$10,986	\$2,584	\$296	\$0	\$0	\$13,866
4.2 Data collection/analysis for Title 6 & EJ	\$1,500	\$500	\$57	\$0	\$0	\$2,057
Totals	\$12,486	\$3,084	\$353	\$0	\$0	\$15,923
<b>5. Transit - JOCO</b>						
5.1 Grants Pass to Medford Transit Line Passenger Survey	\$0	\$5,000	\$572	\$0	\$0	\$5,572
Totals	\$0	\$5,000	\$572	\$0	\$0	\$5,572
<b>Totals</b>	<b>\$184,060</b>	<b>\$50,873</b>	<b>\$5,823</b>	<b>\$8,389</b>	<b>\$40,000</b>	<b>\$289,145</b>

(1) FHWA MPO Planning funds are allocated to the MRMPO by formula and consist of 89.73% federal funds and 10.27% state match. Federal Share: \$160,010; ODOT Match: \$18,314; and FY 2015 Carryover PL: \$5,147 and match: \$589 for a Total of \$184,060 for FY 2017.

(2) Section 5303 funds are provided for metropolitan planning activities. Total 2017 allocation consists of 89.73% federal (\$50,873) and a required 10.27% local share (\$5,823) provided by in-kind in lieu of cash match.

(3) MPO dues are paid by MPO member jurisdictions: Gold Hill, Grants Pass, Jackson County, Josephine County, and Rogue River.

4) ODOT Region 3 planning funds.

5) RVCOG acting on behalf of the the MRMPO will apply for and otherwise obtain these funds. RVCOG will carry out the tasks described in this UPWP.

**Note: The revenues contained in the UPWP represent the best estimates of expected funding and planning priorities at this time. These priorities and funding levels may change over time. Actual ODOT funding commitments are finalized through specific IGAs. The identified dollar amounts may include subcontracted activities.**

Table 2 – Adopted FY 2017 UPWP Budget

MRMPO FY 2017 UPWP BUDGET						
Transportation Planning Funds by Source and Activity						
	FHWA MPO Planning Funds (1)	FTA 5303 (2)	In-Kind Match (2)	MPO Dues (3)	Region 3 Planning Funds (4)	Total Budget (5)
<b>Work Tasks</b>						
<b>1. Program Management</b>						
1.1 Office & Personnel Mgmt: Fiscal & Grant Admin.	\$45,000	\$15,000	\$1,717	\$6,894	\$0	\$68,611
1.2 UPWP Development & UPWP Progress	\$5,000	\$750	\$86	\$0	\$0	\$5,836
1.3 Public Education and Involvement Program	\$3,000	\$1,000	\$114	\$0	\$0	\$4,114
1.4 Interagency & Jurisdictional Coordination	\$5,000	\$800	\$92	\$0	\$0	\$5,892
1.5 Grant Writing	\$1,000	\$0	\$0	\$0	\$0	\$1,000
Totals	\$59,000	\$17,550	\$2,009	\$6,894	\$0	\$85,453
<b>2. Short Range Planning</b>						
2.1 TIP Activities	\$46,093	\$5,057	\$579	\$0	\$0	\$51,729
2.2 Air Quality Conformity	\$10,000	\$4,080	\$467	\$0	\$0	\$14,547
2.3 Local TSP Technical Assistance	\$10,000	\$500	\$57	\$0	\$0	\$10,557
2.4 STP & CMAQ Project Funds Management	\$10,736	\$1,500	\$172	\$0	\$0	\$12,408
Totals	\$76,829	\$11,137	\$1,275	\$0	\$0	\$89,241
<b>3. Long Range Planning</b>						
3.1 ITS Coordination	\$10,000	\$5,000	\$572	\$0	\$0	\$15,572
3.2 RTP Maintenance	\$17,363	\$5,000	\$572	\$0	\$0	\$22,935
3.3 VMT Per Capita Benchmarks	\$0		\$0	\$0	\$40,000	\$40,000
3.4 Alternative Route Plan	\$40,000	\$5,916	\$677	\$1,495	\$0	\$48,088
Totals	\$67,363	\$15,916	\$1,822	\$1,495	\$40,000	\$126,596
<b>4. Data Development</b>						
4.1 Research & Analysis Program	\$10,986	\$2,584	\$296	\$0	\$0	\$13,866
4.2 Data collection/analysis for Title 6 & EJ	\$1,500	\$500	\$57	\$0	\$0	\$2,057
Totals	\$12,486	\$3,084	\$353	\$0	\$0	\$15,923
<b>5. Transit - JOCO</b>						
5.1 Grants Pass to Medford Transit Line Passenger Survey	\$0	\$5,000	\$572	\$0	\$0	\$5,572
Totals	\$0	\$5,000	\$572	\$0	\$0	\$5,572
<b>Totals</b>	<b>\$215,678</b>	<b>\$52,687</b>	<b>\$6,030</b>	<b>\$8,389</b>	<b>\$40,000</b>	<b>\$322,784</b>

(1) FHWA MPO Planning funds are allocated to the MRMPO by formula and consist of 89.73% federal funds and 10.27% state match. Federal Share: \$188,381; ODOT Match: \$21,561; and FY 2015 Carryover PL: \$5,147 and match: \$589 for a Total of \$215,678 for FY 2017.

(2) Section 5303 funds are provided for metropolitan planning activities. Total 2017 allocation consists of 89.73% federal (\$52,687) and a required 10.27% local share (\$6,030) provided by in-kind in lieu of cash match.

(3) MPO dues are paid by MPO member jurisdictions: Gold Hill, Grants Pass, Jackson County, Josephine County, and Rogue River.

4) ODOT Region 3 planning funds.

5) RVCOG acting on behalf of the the MRMPO will apply for and otherwise obtain these funds. RVCOG will carry out the tasks described in this UPWP.

**Note: The revenues contained in the UPWP represent the best estimates of expected funding and planning priorities at this time. These priorities and funding levels may change over time. Actual ODOT funding commitments are finalized through specific IGAs. The identified dollar amounts may include subcontracted activities.**