



**Date: Thursday, February 13, 2025**

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

**Join In-Person**

**Location:** Ridge Room Conference Room, Grants Pass City Hall, 101 NW A St, Grants Pass, OR

**Transit:** Served by JCT Routes #10, 20, 35, 40, 50, 80 and 100. Paratransit services are available for qualified individuals.

**Contact:** RVCOG: 541-423-1375

**Website:** [www.mrmppo.org](http://www.mrmppo.org)

**Or via Zoom**

**Meeting ID:** 864 3598 2286

**Phone #:** +1 669 444 9171

**Zoom Link:**

<https://us06web.zoom.us/j/86435982286>

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT RVCOG, 541-664-6674. 48-HOURS ADVANCE NOTICE IS PREFERABLE AND WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS.

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

**Chair**

**Consent Agenda**

**2. Review / Approve Minutes**

**Chair**

Attachment: [#1 MRMPO CAC Meeting Draft Minutes 12/12/2024](#)

**Action Items**

**3. Election of Officers**

**Ryan MacLaren**

Background: In accordance with the Bylaws of the CAC, Officers shall be elected in February of each year. The Chair and Vice Chair shall serve a term of one year.

Attachments: [#2 CAC Bylaws](#)

Action Requested: Election of Officers

**4. MRMPO Dues**

**Ryan MacLaren**

Background: Staff proposes an increase of the dues rate to \$0.25 per capita. This would generate a total of \$17,154, which is an increase of \$6,150 from the previous year.

Attachment: [#3 Dues Memo](#)

Action Requested: Recommendation of Dues



**5. Amendment to the 2024-2027 TIP**

**Ryan MacLaren**

- Background: The CAC is being requested to make a recommendation on the proposed amendments to the 2024-27 TIP.
- A. Amend Project in TIP: *Jackson and Josephine County curb ramps, phase 3 (KN22571)*
  - B. Amend Project in TIP: *I-5: Monument Dr - N. Grants Pass (KN21674)*
  - C. Amend Project in TIP: *Vehicle Replacement/Right Size (KN-TBD)*

The 21-day public comment period and public hearing was advertised on or before Thursday, January 30, 2025, in the *Rogue Valley Times*, the *Rogue River Press* and the *Grants Pass Courier* and information is currently available on the MRMPO website.

- Attachments: [#4 TIP Amendment Memo](#)  
[#5 CMR for KN21674](#)

Action Requested: Recommendation to Policy Committee

**Discussion Items**

**6. Public Comments**

**Chair**

**Regular Updates**

**7. MRMPO Update**

**Ryan MacLaren**

**8. Other Business / Local Business**

**Chair**

Opportunity for MRMPO member jurisdictions to talk about transportation planning projects

**9. Adjournment**

**Chair**

Scheduled Meetings		
MRMPO TAC	March 6, 2025	1:30 p.m.
MRMPO CAC	March 13, 2025	1:30 p.m.
MRMPO Policy Meeting	March 20, 2025	2:30 p.m.

All meetings are available in-person and online via Zoom unless otherwise noted.



**Date: Thursday, December 12, 2024**

Attendees:

Voting Members	Organization	Phone Number
Lesley Orr	Active Transportation	
David West	Grants Pass	659-9681
Judy Garrett	Grants Pass	659-9256
Nancy Sue Stout	Grants Pass	761-0899
Fred Saunders	Josephine County	569-0169
Dick Converse, Chair	Josephine County	659-8401

Non-Voting Member	Organization	Phone Number
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Staff	Organization	Phone Number
Ryan MacLaren	RVCOG	423-1338
Kelsey Sharp	RVCOG	423-1375

Interested Parties	Organization
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**MRMPO CAC Minutes – Thursday, December 12, 2024**

[Agenda Packet](#)

[Meeting Audio](#)

**1. Call to Order at 1:30 P.M. / Introductions / Review Agenda 00:00 – 03:47**

Quorum: Four voting members, regardless of jurisdiction.

**2. Review / Approve Minutes 03:47 – 04:02**

- 03:54** David West moved to approve the November 14, 2024, MRMPO CAC Meeting Minutes as presented. Seconded by Fred Saunders.  
 No further discussion.  
 Motion passed unanimously by voice vote.

**Action Items**

**3. Amendments to the 2024-2027 Transportation Improvement Program 04:02 – 11:11**

- 08:42** Nancy Sue Stout moved to recommend approval of the amendments to the 2024-2027 TIP as presented. Seconded by Judy Garrett.  
 No further discussion.  
 Motion passed unanimously by voice vote.



**4. Discretionary Funds 11:11 – 31:21**

**30:20** Lesley Orr moved to recommend distributing the Discretionary Funds at a base of \$25,000 for each jurisdiction plus an allocation based on population as shown on Table 5 in the agenda.  
Seconded by Fred Saunders.  
No further discussion.  
Motion passed unanimously by voice vote.

**Discussion Items**

**5. Project Funding Application 31:21 – 39:08**

**6. Public Comment 39:08 – 39:28**

*None Received.*

**Regular Updates**

**7. MPO Planning Update 39:28 – 52:17**

*Provided by Ryan MacLaren. Update the Gold Hill Local Street-Network Plan (TSP), and future requirements of TSPs for jurisdictions within the MPO boundaries.*

**8. Other Business / Local Business 52:17 – 57:16**

*Updates on the Umpqua to Rogue River Bicycle and Pedestrian Corridor Masterplan.*

**9. Adjournment**

2:30 p.m.

Scheduled Meetings		
MRMPO TAC	January 2, 2025	1:30 p.m.
MRMPO CAC	January 13, 2025	1:30 p.m.
MRMPO Policy Meeting	December 19, 2024	2:30 p.m.

**BYLAWS  
MIDDLE ROGUE METROPOLITAN PLANNING ORGANIZATION  
(MRMPO)  
CITIZENS ADVISORY COMMITTEE (CAC)**

**Article I**

Name

This committee shall be known as the Citizens Advisory Committee of the Middle Rogue Metropolitan Planning Organization (MRMPO).

**Article II**

Purpose

The Citizens Advisory Committee serves as a community forum to exchange information, convey input from the public, and ascertain public opinion on transportation planning activities of the MRMPO.

Section 1. Duties of the Citizens Advisory Committee

- a. Represent the interests of citizens within the respective Jurisdictions or topical area of interest, as defined in the Article III, Section 1(d) and (e) of these bylaws.
- b. Serve as a communication link between the public and the MRMPO regarding transportation planning activities.
- c. Provide feedback to MRMPO staff during the development and implementation of the Regional Transportation Plan, the Transportation Improvement Program and air quality conformity activities.
- d. Provide recommendations to the MPO Policy Committee.

**Article III**

Membership – Voting

Section 1. Membership of the Committee

- a. Members of the Citizens Advisory Committee (CAC) are appointed by the Policy Committee and shall consist of representatives from the member local governments and representatives

of special interests as delineated in this section.

- b. Members of the Citizens Advisory Committee may not be an elected official nor an employee of the jurisdiction for which they are appointed to represent.
- c. There are a total of eleven (11) possible seats on the Citizens Advisory Committee: either (8) seats for representation from the member local governments and three (3) representatives for identified special interests. Appointees representing member local governments must reside, own property, or operate a business within the jurisdiction that they represent. Appointees representing special interest must reside, own property, or operate a business within the MRMPO's planning boundary.
- d. The apportionment of jurisdictional representatives shall be as follows:
  - 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
- e. Three (3) additional positions on the Committee might be considered, one (1) for each of the following special interests: freight industry, mass transit, and active transportation.

## Section 2. Appointment and Tenure of Committee Membership

- a. Vacancies in an office shall be appointed by the jurisdictional representative on the MRMPO Policy Committee or by the CAC as a whole with respect to representation of the identified special interests. The Citizens Advisory Committee may make a recommendation to the Policy Committee regarding reappointment and/or removal of a serving member.
- b. Citizens Advisory Committee members will be appointed by the MRMPO Policy Committee. The MRMPO Policy Committee reserves the right to add, reduce or otherwise modify the membership of the Citizens Advisory Committee at its discretion.
- c. The term of office on the Committee shall begin the day the member is appointed and shall continue for two years, except that such term of office shall terminate immediately upon:
  - Relocation outside the MRMPO or outside the Citizen Involvement Area which the member represents; or,
  - Unexcused absence from three regularly scheduled, consecutive meetings.

## Section 3. Voting Privileges

- a. Each member who is present at regular or special meetings shall be entitled to one vote on all issues presented.

## **Article IV**

### **Meetings**

#### Section 1. Regular Meetings

- a. The Committee shall hold its regular meeting on the **2nd Thursday** of every month. No meeting shall be held during the month of December.

#### Section 2. Special Meetings

- b. Special meetings may be called by MRMPO's Planning Program Manager's designated staff on seven (7) days notice.
- c. The person calling such special meeting shall fix the time and place for holding of such meeting.

#### Section 3. Conduct of Meetings

- a. Official action may be taken by the Committee when a quorum is present.
- b. A quorum shall exist when a majority of appointed members are present.
- c. The voting on all questions coming before the MPO Citizens Advisory Committee shall be by voice vote and decided by a simple majority of members present. The ayes and nays shall be entered in the minutes of such meeting. If a motion on question fails, deliberation shall continue until a motion or definitive action is offered and passed.

## **Article V**

### **Officers and Duties**

#### Section 1. Officers

- a. The officers of the Committee shall be a Chair and Vice Chair, to be elected by the Committee at the first meeting of the calendar year.

#### Section 2. Term of Office

- a. The officers shall hold office for a period of one (1) year.

Section 3. Duties of Officers

- a. The Chair shall preside over the meeting.
- b. In the absence of the Chair, the Vice Chair shall perform all Chair duties.

Section 4. Ex Officio Members

- a. The RVCOG's Planning Program Manager shall be an ex-officio, non-voting member of the Committee. The program manager shall be responsible for staff support of the Committee, including minute taking and record keeping.
- b. The Oregon Department of Transportation, Region 3 may appoint a representative who shall be responsible for assisting the Citizens Advisory Committee with understanding the State's initiatives and ongoing projects within the MRMPO planning boundary.

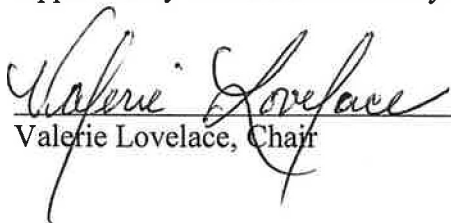
**ARTICLE VI**

**Amendments to Bylaws**

Section 1.

- a. These bylaws may be amended or repealed or new bylaws may be adopted by a supermajority vote of two thirds of the members of the Committee present at any regular or special meeting called for that purpose. 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. Any objections to the proposed amendments shall be forwarded to MRMPO's Planning Program Manager.
- b. Amendments to the bylaws shall become effective upon approval by the MRMPO Policy Committee.

Approved by the MRMPO Policy Committee:

  
\_\_\_\_\_  
Valerie Lovelace, Chair

10/17/2019  
/ Date





# Middle Rogue Metropolitan Planning Organization

## Regional Transportation Planning

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

DATE: January 15, 2025  
 TO: MRMPO Member Jurisdictions  
 FROM: Ryan MacLaren, Planning Program Manager  
 SUBJECT: MRMPO Dues Recommendation

This memo addresses the setting of MRMPO member dues. Staff is seeking a recommendation on the dues for the coming fiscal year.

### MRMPO Member Dues

Staff proposes an increase of the dues rates from **\$0.16 per capita** to **\$0.25 per capita** that would generate a total of **\$17,154** which is an increase of **\$6,150**, from the current total, for the 2025-2026 fiscal year.

Increasing dues is necessary due to inflation and the rising costs of MPO operations. As prices for goods and services increase, the MPO needs to adjust out fees to keep up with these economic changes. This ensures that the organization operates effectively and provides the necessary services to members.

Table 1, below, summarizes population and proposed dues for each jurisdiction. Population estimates are from the [December 15, 2024 Certified Population Estimates](#) from Portland State University.

**Table 1: MRMPO Proposed Dues**

Member Jurisdictions	Population <sup>1</sup>	Dues Rate per Capita	Proposed Dues <sup>2</sup>	Previous FY Dues	Dues Difference
Gold Hill	1,345	\$ 0 25	\$ 336	\$ 214	\$ 122
Rogue River	2,419	\$ 0 25	\$ 605	\$ 396	\$ 209
Grants Pass	39,572	\$ 0 25	\$ 9,893	\$ 6,416	\$ 3,477
Jackson County*	4,710	\$ 0 25	\$ 1,178	\$ 754	\$ 424
Josephine County*	20,571	\$ 0 25	\$ 5,143	\$ 3,224	\$ 1,919
<i>Total</i>	68,617		\$ 17,154	\$ 11,004	\$ 6,150

<sup>1</sup> RVCOG staff utilized the latest Certified Portland State University population estimates. This report uses [2024 Certified Population Estimates](#).

<sup>2</sup> Proposed dues = (Population estimates \* dues rate)

\*For unincorporated population estimates they are derived from Southern Oregon ABM Model data.

Dues provide funding for general operations, for activities that require local funds including lobbying and matching funds. Dues pay for Policy Committee participation in advocacy activities for which federal funds cannot be used, including the Oregon MPO Consortium, the Association of Metropolitan Planning Organizations and the West Coast Corridor Coalition. Dues can also be used to supplement the MPO's planning budget.



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

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

**DATE:** January 30, 2025  
**TO:** MRMPO Citizens Advisory Committee  
**FROM:** Ryan MacLaren, Planning Program Director  
**SUBJECT:** TIP Amendment(s)

The CAC is being asked to make recommendations to the Policy Committee on the proposed TIP amendment(s) described below. The Policy Committee will hold a public hearing at 2:30 p.m. on Thursday, February 20, 2025 to consider adoption of the proposed TIP amendment(s). A press release for the 21-day public comment period and public hearing was sent on or before January 30<sup>th</sup> in the Rogue Valley Times, 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. Amend Project in TIP: Jackson and Josephine County curb ramps, phase 3 (KN22571)**

Description: Increase PE by \$2.5M and CN by \$9,470,000 adding GARVEE funds from bottom line. 12/4/24 OTC approval.

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														
Jackson and Josephine County curb ramps, phase 3	Construct curb ramps to meet compliance with the Americans with Disabilities Act (ADA) standards	n/a	N/A			Planning					\$ -			\$ -
				22571	2022	Design	\$ 4,215,901	IJA Flex	\$ 482,529	ODOT	\$ 4,698,430			\$ 4,698,430
				22571	2024	Land Purchase	\$ 1,697,243	IJA Flex	\$ 194,257	ODOT	\$ 1,891,500	\$ 8,500	ODOT	\$ 1,900,000
						Utility Relocate					\$ -			\$ -
				22571	2026	Construction	\$ 9,298,777	ACPD	\$ 1,064,287	ODOT	\$ 10,363,064			\$ 10,363,064
						Other					\$ -			\$ -
Total FFY24-27							\$ 15,211,921		\$ 1,741,073		\$ 16,952,994	\$ 8,500	\$ 16,961,494	



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

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**B. Amend Project in TIP: I-5: Monument Dr - N. Grants Pass (KN21674)**

Description: Increase PE 100K from ARTS R3/HB17 R3. Increase CN \$1.3M from Fix-it SW Chip Seals/HB17 Pres. Update MP to 58.17-67.8

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	
<b>ODOT</b>														
I-5: Monument Dr - N. Grants Pass	Remove existing pavement and replace with new asphalt to improve pavement condition and extend service life. Remove trees near the roadway to help prevent avoidable collisions. Install traffic safety barriers to protect	n/a	N/A		2022	Planning					\$ -			\$ -
						Design	\$ 1,125,084	NHPP	\$ 94,916	ODOT	\$ 1,220,000		\$ 1,220,000	
						Land Purchase					\$ -		\$ -	
						Utility Relocate					\$ -		\$ -	
						2025	Construction	\$ 21,942,254	NHPP	\$ 1,863,161	ODT	\$ 23,805,415		\$ 23,805,415
						Other					\$ -		\$ -	
	Total FFY24-27				\$ 23,067,338		\$ 1,958,077		\$ 25,025,415	\$ -		\$ 25,025,415		

**C. Amend Project in TIP: Vehicle Replacement/Right Size (KN-TBD)**

Description: Replace gasoline powered cutaway with 35' diesel bus - and required lift equipment

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	
<b>JCT</b>														
Vehicle Replacement/Right Size	Replace gasoline powered cutaway with 35' diesel bus - and required lift equipment	n/a	N/A		TBD	Planning					\$ -			\$ -
						Design					\$ -		\$ -	
						Land Purchase					\$ -		\$ -	
						Utility Relocate					\$ -		\$ -	
						Construction					\$ -		\$ -	
						2024	Other	\$ 610,000	5307	\$ 69,818	Local	\$ 679,818		\$ 679,818
	Total FFY24-27				\$ 610,000		\$ 69,818		\$ 679,818	\$ -		\$ 679,818		

## Change Management Request

Request Date:	01/07/25	CMR Number:	21674-05	Project Lead (TPM/RE-CP):	SHOEMAKER JUSTIN
Project Name:	I-5: Monument Dr - N. Grants Pass				
KN:	21674	Region:	3	Area:	ROGUE VALLEY
				Project Delivery Phase:	PS&E
Main Funding Program:	Fix-It SW Chip Seals				
Additional Funding Program(s):	ARTS Region 3				
STIP Amendment:	Full	Approval Authority:	Delivery and Operations Administrator	MPO Amendment:	Yes
IGA Amendment:	No	A&E Contract Amendment:	No	Re-baseline Schedule:	Yes
				Re-baseline Budget:	No
Scope, Schedule & Budget Change - Reason(s):	Not Applicable Unanticipated - Resource constraints Unanticipated - Additional budget added				
Current Scope:	Remove existing pavement and replace with new asphalt to improve pavement condition and extend service life. Remove trees near the roadway to help prevent avoidable collisions. Install traffic safety barriers to protect drivers from roadside hazards that cannot be removed. Repair or replace bridge driving surfaces and joint repairs to extend the structure life.				

## Change Management Request

Describe Scope Change: N/A

Justification for Scope Change: N/A

## Change Management Request

Describe the Risk of not Approving the Scope Change:	N/A
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	Current Dates	Proposed Dates		Current Dates	Proposed Dates
PE EA Open – 008	08/11/22	08/11/22	PS&E Submittal – 551	02/14/25	03/17/25
PDT Kick-Off – 018	09/01/22	09/01/22	Bid Opening – 560	04/24/25	05/22/25
Project Initiation Phase Complete - 050	08/29/23	08/29/23	Forecasted 1 <sup>st</sup> Note - 735	05/05/25	07/07/25
DAP Phase Complete–325	05/28/24	05/28/24	Forecasted 2 <sup>nd</sup> Note - 790	05/07/26	06/05/26
ROW EA Open - 470	04/19/24		Forecasted 3 <sup>rd</sup> Note - 796	10/27/26	11/25/26

## Change Management Request

<p>Describe Schedule Change:</p>	<p>Move bid date to meet STIP quarterly timelines</p>
<p>Justification for Schedule Change:</p>	<p>Required to STIP approval for funding increase</p>



## Change Management Request

Describe the Risk of not Approving the Schedule Change:	Not bidding the project
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	Current Budget	Requested Budget	Change
Planning	\$0	\$0	\$0
Preliminary Engineering	\$1,220,000	\$1,320,000	\$100,000
Right of Way	\$0	\$0	
Utility Relocation	\$0	\$0	\$0
Construction	\$23,805,416	\$25,117,474	\$1,312,058
Other	\$0	\$0	\$0
Total:	\$25,025,416	\$26,437,474	\$1,412,058

Describe Budget Change (Break down the change by Funding Program):	Need additional construction funds to cover the cost of pavement, scope has not changed. R3 has not seen any price reductions like the rest of the state. Recent past projects for pavement prices are being used for comparison. PE increase to cover B-code and project design updates to include day time work.
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## Change Management Request

Justification for Budget Change:	If we don't get the additional funding we will need to reduce the project scope. This is not a cost effective measure for a very large pavements project.
Describe the Risk of not Approving the Budget Change:	The cost of oil and wages are steadily increasing much faster than standard inflation numbers. This is compounded by little to no contractor competition in R3.

	Signatures	Dates		Signatures	Dates
Funding Prg Manager:	Jeffrey Shambaugh	01/23/25	Additional Signator:		
STIP Coordinator:	Naomi Birch	01/23/25	Additional Signator:		
Area Manager:	MARMON JERRY	01/22/25	Additional Signator:		
Project Sponsor:			Additional Signator:		
Tech Center Manager:	Mark Thompson	01/23/25	Additional Signator:		
Region Manager:	Darrin Neavoll	01/23/25	Additional Signator:		
Additional Signator:	Gabi Garcia	01/23/25	Additional Signator:		