



**AGENDA**

*Middle Rogue Metropolitan Planning Organization*  
**Policy Committee**

**Date:** *Thursday, February 17, 2022*

**Time:** *2:30 p.m.*

**Location:** *Join Zoom Meeting*

<https://us06web.zoom.us/j/81009985833?pwd=WDE0bWtKaXJ2S1drYlY4NTlzMzdhUT09>

*Meeting ID: 810 0998 5833*

*Passcode: 488705*

*Phone #: 253 215 8782*

**Contact:** *Office Specialist, RVCOG: 541-423-1375*

*MRMPO website: [www.mrmpo.org](http://www.mrmpo.org)*

|                         |  |                        |
|-------------------------|--|------------------------|
| <b>1</b>                | <b>Call to Order / Introductions / Review Agenda</b>   | <b>Chair</b>           |
| <b>2</b>                | <b>Review / Approve Minutes</b>  | <b>Chair</b>           |
| <i>Attachment</i>       | #1   MRMPO Policy Committee Draft Minutes <a href="#">01/20/2022</a>   |                        |
| <b>Action Items</b>     |  |                        |
| <b>3</b>                | <b>Election of Officers</b>  | <b>Karl Welzenbach</b> |
| <i>Background</i>       | In accordance with the bylaws of the Policy Committee Officers shall be elected in February of each year. The Chair and Vice-Chair shall serve a term of one year.   |                        |
| <i>Attachment</i>       | #2   <a href="#">Bylaws</a>  |                        |
| <i>Action Requested</i> | <i>Election of Officers</i>  |                        |
| <b>4</b>                | <b>Application Workshop</b>  | <b>Karl Welzenbach</b> |
| <i>Background</i>       | The RVMPO has been undertaking a review and revision of its project selection methodology and process. One of their new policies is to hold an application workshop (hosted by RVCOG and assisted by ODOT staff). This workshop is to help educate local government staff on the federal process for project implementation and to answer any questions related to those issues. |                        |
| <i>Action Requested</i> | <i>Does this committee wish to make the workshop mandatory for the MRMPO members?</i>  |                        |

| Discussion Items  |  |                        |
|-------------------|--|------------------------|
| <b>5</b>          | <b>Draft UPWP and Dues</b>   | <b>Ryan MacLaren</b>   |
| <i>Background</i> | Each year the MRMPO is required to develop the Unified Planning Work Program for the upcoming fiscal year. This document identifies all federal, state, and local planning funds that will be expended in the MPO area, and on which tasks those funds will be expended. |                        |
| <i>Attachment</i> | #3   <a href="#">Draft 2022-23 UPWP</a><br>#4   <a href="#">Draft Dues</a>   |                        |
| <b>6</b>          | <b>Public Comment</b>  |                        |
| Regular Updates   |  |                        |
| <b>7</b>          | <b>MPO Planning Update</b>   | <b>Karl Welzenbach</b> |
| <b>8</b>          | <b>Other Business / Local Business</b><br>Opportunity for MRMPO member jurisdictions to talk about transportation planning projects.   | <b>Chair</b>           |
| <b>9</b>          | <b>Adjournment</b>   | <b>Chair</b>           |

- The next MRMPO Policy Committee meeting will be **Thursday, March 17, 2022 at 2:30 p.m. Online.**
- The next MRMPO Technical Advisory Committee meeting will be **March 3, 2022 at 1:30 p.m. Online.**
- The next MRMPO Citizens Advisory Committee meeting will be **March 10, 2022 at 2:00 p.m. Online.**

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 13, 2022**

The following attended:

| Voting Members                   | Organization     | Phone Number |
|----------------------------------|------------------|--------------|
| Jerry Breckinridge               | Gold Hill        | 855-1525     |
| Pam VanArsdale, Vice Chair       | Rouge River      | 660-4414     |
| Dave Dotterrer                   | Jackson Conty    | 774-6119     |
| Robert Brandes                   | Josephine County | 474-5460     |
| Mike Baker                       | ODOT             | 957-3658     |
| Ian Horlacher                    | ODOT             | 957-3658     |
| Alternate Voting Members Present | Organization     | Phone Number |
| Melia Biedscheid                 | Gold Hill        |              |
| Wade Elliot                      | Grants Pass      |              |
| Mike Kuntz                       | Jackson County   |              |
| Staff                            | Organization     | Phone Number |
| Karl Welzenbach                  | RVCOG            | 423-1360     |
| Ryan MacLaren                    | RVCOG            | 423-1338     |
| Kelsey Sharp                     | RVCOG            | 423-1375     |
| Interested Parties               | Organization     | Phone Number |
| Steve Lambert                    | Jackson County   |              |

- Meeting recording: [January 13, 2022 MRMPO Policy Committee Meeting Recording](#)
- [01/13/2022 MRMPO Policy Committee Agenda Packet](#)

**1. Call to Order / Introductions/ Review Agenda | 00:00 – 00:11**  
 2:30 p.m. | *Quorum*: 5 voting members, regardless of jurisdiction

**2. Review / Approve Minutes | 00:11 – 00:54**

**00:27** | Robert Brandes moved that the Policy Committee approve the November 18, 2021 Meeting Minutes as presented. Seconded by Ian Horlacher.

*No further discussion.*

*Motion passed with none opposed.*

**Discussion Items**

**3. TIP Timeline | 00:54 – 04:23**

**4. Application Process | 04:23 – 39:13**

**12:28** | Question from Robert Brandes: *If the funds are exchanged, can they be locally managed?*

Yes, however it is encouraged to fill out the forms as if the jurisdiction will not receive the fund exchange, just in case.

**16:30** | Question from Rick Riker: *Will ODOT's fund exchange be changing?*

Yes, ODOT's fund exchange is currently 92 cents/dollar. ODOT had not received as much gas tax in 2020 due to Covid.

**26:10** | Comment from Robert Brandes: *An automatic disqualification if someone cannot make it too the workshop seems excessive.*

The workshop will be recorded over Zoom, so those who miss it can go back and watch.

**Regular Updates**

**6. MPO Planning Update | 39:13 – 49:02**

*Provided by Karl Welzenbach regarding the upcoming Draft UPWP, and the possibility of the MRMPO becoming a TMA.*

**7. Other Business / Local Business | 49:02 - 01:10:21**

*Update from Grants Pass, Josephine County, Rogue River*

**8. Adjournment | 01:10:21**

Pam VanArsdale, Vice-Chair, adjourned meeting at 3:28 p.m.

**Scheduled Meetings:**

MRMPO Policy Committee | February 17, 2022 | 2:30 p.m.

MRMPO Technical Advisory Committee | February 03, 2022 | 1:30 p.m.

MRMPO Citizen Advisory Committee | February 10, 2022 | 1:30 p.m.

## BYLAWS

### 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 RVMCOG'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.

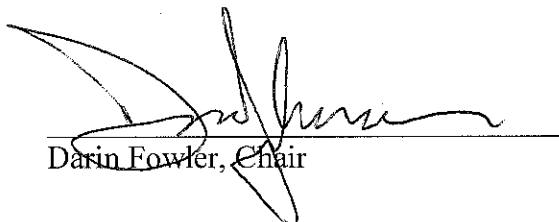
**Article VIII**

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

| <b>MRMPO Proposed 2022-23 Dues</b> |                   |                             |                                |                       |                       |     |
|------------------------------------|-------------------|-----------------------------|--------------------------------|-----------------------|-----------------------|-----|
| <b>Member Jurisdictions</b>        | <b>Population</b> | <b>Dues Rate per Capita</b> | <b>Proposed FY2021-22 Dues</b> | <b>FY2020-21 Dues</b> | <b>Change in Dues</b> |     |
| Gold Hill                          | 1,220             | \$0.16                      | \$195                          | \$195                 | \$0                   | 2%  |
| Grants Pass                        | 37,485            | \$0.16                      | \$5,998                        | \$5,998               | \$0                   | 62% |
| Jackson County*                    | 2,945             | \$0.16                      | \$471                          | \$471                 | \$0                   | 5%  |
| Josephine County**                 | 16,420            | \$0.16                      | \$2,627                        | \$2,627               | \$0                   | 27% |
| Rogue River                        | 2,235             | \$0.16                      | \$358                          | \$358                 | \$0                   | 4%  |
| <i>Total</i>                       | <b>60,305</b>     |                             | <b>\$9,649</b>                 | <b>\$9,649</b>        | <b>\$0</b>            |     |

The RVCOG staff utilized Portland State University population estimates for 2018 for the incorporated areas. Unincorporated population estimates utilize geo-enriched data.

|                         |  |  |         |  |  |     |
|-------------------------|--|--|---------|--|--|-----|
|                         |  |  |         |  |  |     |
|                         |  |  |         |  |  |     |
|                         |  |  |         |  |  |     |
| Dues Ests               |  |  |         |  |  |     |
| Staff Support           |  |  | \$1,737 |  |  |     |
| Travel Related          |  |  | \$7,237 |  |  | 75% |
| Memberships/Conferences |  |  | \$675   |  |  | 7%  |
|                         |  |  | \$9,649 |  |  |     |