



AGENDA

Middle Rogue Metropolitan Planning Organization
Policy Committee

Date: Thursday, February 18, 2021

Time: 2:30 p.m.

Location: Join Zoom Meeting

<https://us02web.zoom.us/j/88978194677?pwd=aHdKSTJFR29UY1lMcUNoeHdsREl3UT09>

Meeting ID: 889 7819 4677

Passcode: 093011

Phone#: 1 253 215 8782

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

MRMPO website: www.mrmppo.org

1	Call to Order / Introductions / Review Agenda	Chair
2	Review / Approve Minutes	Chair
<i>Attachment</i>	#1 MRMPO Policy Committee Draft Minutes 01/21/2021	
Action Items		
3	Election of Officers	Karl Welzenbach
<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 Policy Bylaws	
<i>Action Requested</i>	<i>Election of Officers</i>	
Discussion Items		
4	Unified Planning Work Program for 2021-22	Karl Welzenbach
<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 Draft 2021-22 UPWP	
5	MRMPO Dues for FY 2021-22	Karl Welzenbach
<i>Background</i>	Each year the MPO assesses dues for each member jurisdiction. Dues are assessed at the rate of \$0.16 per capita.	
<i>Attachment</i>	#4 Draft memo for dues for FY 2021-22	
6	Public Comment	
Regular Updates		
7	MPO Planning Update	Karl Welzenbach
8	Other Business / Local Business Opportunity for MRMPO member jurisdictions to talk about transportation planning projects.	Chair
9	Adjournment	Chair

- The next MRMPO Policy Committee meeting will be **Thursday, March 18, 2021 at 2:30 p.m.** in the Courtyard Conference Room at Grants Pass City Hall.
- The next MRMPO Technical Advisory Committee meeting will be **March 4, 2021 at 1:30 p.m.** in the Courtyard Conference Room at Grants Pass City Hall.
- The next MRMPO Citizens Advisory Committee meeting will be **March 11, 2021 at 2:00 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 21, 2021

The following attended:

Voting Members	Organization	Phone Number
Dan DeYoung	Josephine County	660-0342
Jason Canady	Grants Pass	450-6110
Mike Baker	ODOT	957-3658
Dan Dotterrer	Jackson County	774-6119
Rick Riker	Grants Pass	479-7333
Robert Brandes	Josephine County	474-5460
Valerie Lovelace, Chair	Grants Pass	479-0952
Alternate Voting Members Present	Organization	Phone Number
Wade Elliot	Grants Pass	On File
Staff	Organization	Phone Number
Karl Welzenbach	RVCOG	423-1360
Kelsey Sharp	RVCOG	423-1375
Interested Parties	Organization	Phone Number
Leslie Orr	MRMPO CAC	
David Leverenz	MRMPO CAC	

- **Meeting recording:** [January 21, 2021 MRMPO Policy Committee Meeting Recording](#)
- [01/21/2021 MRMPO Policy Committee Agenda Packet](#)

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

2. Review / Approve Minutes | 00:33 – :02:12

00:52 | *Mike Baker moved that the Policy Committee approve the December 04, 2020. Seconded by Rick Riker.*

No further discussion.

Motion passed with none apposed.

Discussion Items

3. JCT/Grants Pass Bus Hub | 01:16 – 44:05

Discussion has started of moving the Grants Pass Transit Hub. Valerie Lovelace has concerns and has opened a discussion.

03:13 | *Karl Welzenbach went over the timeline. In 2014 Josephine County Transit (JCT) applied for funding from the MRMPO for the Grants Pass Transit Hub design project. The MPO declined to provide funding at that time. In 2017 JCT applied again and the MPO agreed to \$172 thousand in CMAQ funding. In 2019 JCT applied for additional funding that the MPO approved.*

04:38 | *Question from Dan DeYoung: In 2014, did JCT already know the location of The Hub?
In 2014 there was no location determined.*

11:06 | *Question from Rick Riker: When the Policy Committee voted in 2017, was there a public notice?
Yes, it was noticed like every other public hearing.*

11:32 | *Comment from Mike Baker: This meeting was also noticed, and along the way there has been multiple public notices. This project has gone through all the correct channels.*

14:05 | *Question Karl Welzenbach: Did the City Council hold a meeting in September/October with a public hearing and take public comments over this issue? Did the city council then move forward in that meeting?
There was a City Council meeting that clearly went over this project. After this, there was a group that got together and got signatures from near by businesses, and concerns raised that the City Council is not listening to the peoples concerns.*

15:33 | *Comment from Mike Baker: There should be a note that this project was also adopted in the City's Transportation Plan that was voted on in October that had many public hearings, public notices, and open houses.*

16:16 | *Comments from Scott Chancey: It is a very low chance that another "better" location will be found. Also, every time an application for funding goes through the Board of County Commissioners, there are two public involvement processes.*

18:10 | *Question from Dan DeYoung: Would it be possible to have a list of how many times this project was noticed publicly over all the different meetings?
The MRMPO alone had at least two public hearings, and six different public notices. The other organizations are able to provide their different public interactions.*

28:38 | *Comment from Dan DeYoung: There are many questions about why the property on 5th street. The county already owns the property, but even if it were not already owned, this property would be a great spot.*

4. Public Comments | 44:05 – 49:20

Public comment from Dave Leverenz and Leslie Orr.

Regular Updates

5. MPO Planning Update | 49:20 – 52:06

Provided by Karl Welzenbach.

6. Other Business / Local Business | 52:06 – 58:40

Updates OMPOC

7. Adjournment | 58:40

Valerie Lovelace, Chair, adjourned meeting at 3:28 p.m.

Scheduled Meetings:

MRMPO Policy Committee | February 18, 2021 | 2:30 p.m.

MRMPO Technical Advisory Committee | February 7, 2021 | 1:30 p.m.

MRMPO Citizen Advisory Committee | February 11, 2021 | 2:00 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.

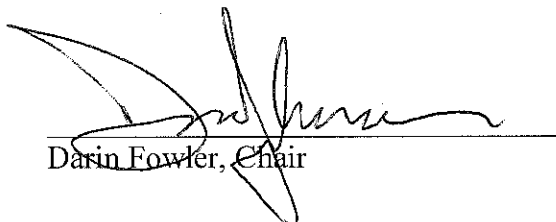
Article VIII

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



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

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

DATE: February 4, 2021
TO: Local Jurisdictions
FROM: Karl Welzenbach, Planning Program Manager
SUBJECT: FY 2021-22 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 2021-2022. Population estimates are certified July 1, 2019 from Portland State University.

Table 1

MRMPO Proposed 2021-22 Dues					
Member Jurisdictions	Population	Dues Rate per Capita	Proposed FY2021-22 Dues	FY2020-21 Dues	Change in Dues
Gold Hill	1,240	\$0.16	\$198	\$195	\$3
Grants Pass	37,725	\$0.16	\$6,036	\$5,998	\$38
Jackson County*	3,210	\$0.16	\$514	\$471	\$42
Josephine County**	16,092	\$0.16	\$2,575	\$2,627	-\$52
Rogue River	2,250	\$0.16	\$360	\$358	\$2
<i>Total</i>	60,517		\$9,683	\$9,649	\$34

The RVCOG staff utilized Portland State University population estimates for 2019 for the incorporated areas. Unincorporated population estimates utilize geo-enriched data.

Table 2 summarizes anticipated use of FY2021-22 member dues.

Table 2

Dues Ests			
Staff Support			\$1,743
Travel Related			\$7,262
Memberships/Conferences			\$678
			\$9,683