



Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation

Technical Advisory Committee Meeting Thursday, December 21, 2023 9:00 am to 11:00 am

VIRTUAL MEETING VIA MICROSOFT TEAMS TECHNOLOGIES

Via Teams by clicking [HERE](#)

Meeting ID: 262 017 376 794

Passcode: icKYpY

Mobile One Click Number

[+1 872 242 8088](tel:+18722428088)

Contact: Billy McGregor, bmcgregor@ocwcog.org

AGENDA

- | | | |
|----------------|---|---------------------------------------|
| 1 9:00 | Call to Order, Agenda Review, and Roll Call | Chair, Chris
Cerklewski |
| 2 9:10 | Public Comments | Chair |
| 3 9:15 | Approve minutes of October 19, 2023 (Attachment A) | Chair |
| | <i>Action: Decision on minutes</i> | |
| 4 9:20 | UPWP Update (Attachment B)
Staff requests feedback for developing the SFY'25 Unified
Planning Work Program (UPWP). | Staff,
Billy McGregor |
| | <i>Action: Discussion</i> | |
| 5 9:45 | STIP Approval (Attachment C)
Administrative adjustments are brought to the TAC for
information and approval. | McGregor |
| | <i>Action: Approval of amendments</i> | |
| 6 10:00 | Title VI Outline Review (Presentation)
Overview of Title VI plan update process and topics of interest | CAMPO Staff,
Corum Ketchum |
| | <i>Action: Discussion on outline</i> | |
| 7 10:30 | Public Participation Plan (PPP) Update
AAMPO Staff is drafting a unified AAMPO/CAMPO PPP. | McGregor |
| | <i>Action: Informational</i> | |

Meeting facilities are accessible to persons with disabilities. If you will need any special accommodations, please contact Ashlyn Muzechenko at least 72 hours prior to the meeting. Ashlyn can be reached at 541-812-2002. TTY/TTD 711.

8 10:45 Jurisdictional Updates/Other Business

All

- AAMPO Staff
- Albany
- Benton County
- Jefferson
- Linn County
- Millersburg
- Tangent
- ODOT

9 11:00 Adjournment

Chair

Next regularly scheduled meeting: January 18, 2024.

ATTENDANCE (FOR QUORUM PURPOSES)

TAC Members	Jurisdiction	Attendance
David Watkins	City of Jefferson	
Janelle Booth	City of Millersburg	
Chris Cerklewski (Chair)	City of Albany	
Joe Samaniego (Vice-Chair)	City of Tangent	
Daineal Malone	Linn County	
Gary Stockhoff	Benton County	
James Feldmann	Oregon Department of Transportation	

Quorum Requirement: Official action may be taken by the committee when a quorum is present. A quorum shall exist when the majority of voting members of the Committee are present. If a member of the TAC is unable to participate in a TAC meeting, that member may designate an alternate to participate in his/her place. The alternate shall declare their status at the start of the meeting.

- AAMPO Technical Advisory Committee Bylaws, Section 6: Meetings, Subsection F: Quorum

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Albany Area Metropolitan Planning Organization (AAMPO)

**AAMPO TAC Hybrid Meeting: In-Person with Teams Video/Call-in Available
OCWCOG, Albany ABC Conference Room**

Thursday October 19, 2023

9:00 am – 11:00 am

DRAFT MINUTES

TAC Members	Jurisdiction	Attendance
David Watkins	City of Jefferson	Yes
Janelle Booth	City of Millersburg	Yes
Chris Cerklewski (Chair)	City of Albany	No
Joe Samaniego (Vice-Chair)	City of Tangent	Yes
Daineal Malone	Linn County	Yes
Gary Stockhoff	Benton County	Yes
James Feldmann	Oregon Department of Transportation	Yes

Guests: Reagan Maudlin

Staff: Transportation Program Manager Nick Meltzer, AAMPO Assistant Planner Billy McGregor, and CED Administrative Assistant Ashlyn Muzechenko

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order, Agenda Review, Roll Call	Staff Billy McGregor conducted roll call after Vice-Chair Joe Samaniego called the AAMPO TAC meeting to order at 9:00am on Thursday, October 19, 2023.	The AAMPO TAC Meeting was called to order at 9:00am by Vice-Chair Joe Samaniego
2. Public Comments	There were no public comments presented at this time to the AAMPO TAC.	There were no public comments.
3. Approve minutes of August 17, 2023 (Attachment A) Action: Decision on Minutes	There were no questions or comments on the minutes. The August 17, 2023, AAMPO TAC Meeting minutes were adopted by consensus of the AAMPO TAC members in attendance.	The August 17, 2023, AAMPO TAC Meeting minutes were adopted by consensus of the AAMPO TAC members in attendance.
4. RTP Public Review Period Action: <i>Reminder for comments</i>	Staff Billy McGregor provided a reminder that the RTP Public Comment Review period will be closed 1 week from today on Thursday, October 26 th . There currently haven't been any public comments submitted, and staff are still waiting for member comments as well. Staff Nick Meltzer noted that staff have received comments from ODOT, however comments have not yet been received from the Feds.	The RTP Public Comment Review period will be closed 1 week from today on Thursday, October 26th.
5. STIP Staff Adjustments (Attachment B) Action: Informational	McGregor shared the STIP Staff Amendments which included over 30 Staff Adjustments which are available in Attachment B of the meeting agenda packet. McGregor provided a high-level overview of the staff amendments that were moved.	

<p>6. Joint Policy Board Meeting Review</p> <p>Action: Informational</p>	<p>McGregor shared an overview of the September 27th joint AAMPO/CAMPO Policy Board Meeting with a focus on increasing coordination and collaboration.</p> <p>Continuing on, there was a discussion about an MPO Merger as well. This was something the group wanted to look into more but in general supported.</p> <p>The Policy Board members noted that an MPO Merger were in their interests after further research and more information from staff.</p> <p>McGregor shared the ideas behind the MPO Merger with the AAMPO TAC Members in Attendance.</p> <p>Meltzer shared that three years ago the two MPOs weren't working as close together as they were today, and now have very similar public polices and plans and it made sense to staff to open up this conversation to the Policy Board again to possibly start the process.</p> <p>Meltzer added that there will likely be another joint MPO meeting in the new year to explore the merger option further.</p>	
<p>7. STBG Funding Update (Attachment C)</p> <p>Action: Discussion & Recommendation</p>	<p>Meltzer shared Attachment C from the meeting agenda packet with the TAC members in attendance.</p> <p>Meltzer noted that there will be a funding shortfall in the future, with the history of how that got there, along with a proposal of what to do once the MPO got to that point.</p> <p>Meltzer shared the challenges with the state highway funds, and AAMPO will be getting around \$830,000 a year instead of around \$1 million a year.</p> <p>James Feldmann asked where the problem was with the accounting that had created this issue for the MPO.</p> <p>Meltzer answered that up until 2021 AAMPO would allocate projects for the amount of funding, but staff had no authority over the actual</p>	<p>The TAC provided consensus with staff's recommendation after having a conversation with the city of Albany to ensure they won't have any strong issues.</p>

	<p>funding pot as it all went through ODOT. There was no regular accounting process for the MPO to check in on those funds.</p> <p>Another issue was the confusion of the STIP overlap year where 2018's funding got counted twice. The third issue was project delays and not being able to account for them.</p> <p>Feldmann noted that sharing a status update on these funds in the future would help to keep everyone in the clear.</p> <p>Staff proposed instead of ODOT managing the funds, the MPO will manage the funds directly themselves, which should cut out many of the issues on how they got into this situation.</p> <p>Janelle Booth added that talking with the city of Albany about their projects that won't be funded before agreeing to move forward would be a good course of action.</p> <p>Daineal Malone agreed that funding the existing projects would be the best route to go down.</p> <p>McGregor shared the projects for the 24-27 STIP that will likely be removed in order for the previously committed projects to be funded.</p> <p>The TAC provided consensus with staff's recommendation after having a conversation with the city of Albany to ensure they won't have any strong issues.</p>	
<p>8. Current & Upcoming Grant Opportunities (Attachment D)</p> <p>Action: Informational</p>	<p>McGregor shared current and upcoming grant opportunities where there is substantial information to share with the TAC Members in attendance.</p> <p>The two grants for this month are two rail infrastructure and safety improvements which help support communities impacted by railways through grants.</p>	

<p>9. Jurisdictional Updates/</p> <ul style="list-style-type: none"> • AAMPO • Albany • Benton County • Jefferson • Linn County • Millersburg • Tangent • ODOT 	<p>AAMPO Updates: McGregor noted that staff will begin processing the comments and changes for the AAMPO RTP.</p> <p>Additionally, there should be an update to the Title VI plan along with next month being the public participation plan updates as well.</p> <p>Jurisdictional Updates: David Watkins noted Jefferson just updated some of the numbers for their TSP.</p> <p>Daineal Malone for Linn County noted that this winter they are going out to bid for the Goldfish Farm Bridge Project and will be under construction this year and early next year and the bridge project will likely be finished at the end of 2024.</p> <p>Janelle Booth for Millersburg shared staff are working on the transition to parkway project. Additionally, staff are deep into the wetlands project which is taking more time and money than they originally budgeted.</p> <p>Vice-Chair Joe Samaniego shared that Tangent is meeting with ODOT for a new project. Additionally Tangent is working on a TSP Update and also celebrating their 50 years.</p> <p>James Feldmann shared for ODOT that the Federal Aide Urban Boundaries and Federal Classifications for Roadways are currently in progress and the AAMPO Area is good to go. Additionally, the Corvallis to Albany Path has been awarded funding with Benton County working to deliver that.</p>	
<p>10. Adjournment</p>	<p>The next AAMPO TAC Meeting is scheduled for Thursday, November 16, 2023.</p>	<p>The meeting was adjourned at 10:00am by Vice-Chair Joe Samaniego.</p>

MEMORANDUM

Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation



Date: December 21, 2022
To: AAMPO Technical Advisory Committee
From: Billy McGregor, AAMPO Transportation Planner
Re: **Unified Planning Work Program (UPWP)**

Request

Feedback and suggestions on selected future task items in the SFY'25 Unified Planning Work Program (UPWP).

Background

In accordance with federal regulations (23 CFR 450.308), the functions and responsibilities of AAMPO include development of a Regional Transportation Plan (RTP), development of a Metropolitan Transportation Improvement Program (MTIP) and development of a Unified Planning Work Program (UPWP), as noted above. In addition, the MPO produces an annual list of obligated projects and a Public Participation Plan (PPP). AAMPO must also demonstrate compliance with Title VI and other non-discrimination requirements. The State Fiscal Year 2025 UPWP demonstrates how AAMPO will fulfill these requirements between July 1, 2024 and June 30, 2025.

Planning Tasks

Task 100 – Program Management: The purpose of this task is to provide management and administrative support for the MPO's planning and programming activities

Task 200 – Long Range Transportation Planning: The purpose of this task is to provide for the long range transportation planning needs within the Albany Metropolitan Planning Area.

Task 300 – Inter-Regional Transportation Planning: The purpose of this task is to focus on the inter-regional needs and opportunities of the Albany Area Metropolitan Planning Area.

Task 400 – Transportation Programming: The purpose of this task is to continually perform transportation programming for the Albany MPO Area through the development of new Metropolitan Transportation Improvement Programs (MTIP) and the upkeep of the existing MTIP for inclusion in the Statewide Transportation Improvement Program (STIP).

Task 500 – Special Projects: This task focuses on special projects that are of interest to the MPO and broader transportation organizations. Task 500 is created for the explicit purpose to capture one time projects that are not re-occurring to AAMPO year to year.

Discussion

The AAMPO Policy Board discussion led to a desire to expand either Task 210: Technical Assistance to Communities or Task 510: Special Project Pool in order to accommodate funding to as needed projects based on individual community needs or MPO needs, as requested.

SFY'24 Overall Budget by Tasks

Task	FY24 Amount	FY23 Amount	Dollar Change	Percent Change
TASK 100: Program Management	\$97,460	\$73,000	\$24,460	25%
110: MPO Operation	\$55,000			
120: MPO Administration	\$30,460			
130: Annual Document Review	\$6,000			
140: MPO Education and Training	\$6,000			
TASK 200: Long Range Transportation Planning	\$70,000	\$75,000	(\$5,000)	-7%
210: Technical Assistance to Communities	\$20,000			
220: AAMPO RTP Performance Monitoring	\$13,000			
230: Oregon Pop-Up Infrastructure	\$20,000			
240: Electric Bus Transition Plan	\$17,000			
TASK 300: Inter-Regional Transportation Planning	\$61,461	\$65,000	(\$3,539)	-6%
310: CAMPO Coordination	\$15,000			
320: Local Transit Planning Support	\$21,461			
330: Linn-Benton Loop Support	\$15,000			
340: Travel Model Coordination	\$10,000			
TASK 400: Transportation Programming	\$25,000	\$22,171	\$2,829	11%
410: MTIP Amendments	\$15,000			
420: 2030 OHAS Set-Aside	\$10,000			
TASK 500: Special Projects	\$5,520	\$269,315	(\$263,795)	
510: Special Project Pool	\$5,520			
520: Hwy 20/34 Corridor Planning Study	-			
TOTAL	\$259,440.61	\$235,171	\$24,270	9%

SFY'25 Budget Breakdown

FUND TYPE	FEDERAL SHARE	STATE MATCH	LOCAL MATCH	TOTAL
Albany Area MPO Agreement No.				
FY 2025 PL (#21862)	155,549.85	17,803.38	0	173,353.23
FY 2023 PL Saving (Move from #21841 to #21862)	13,214.41	1,512.45	0	14,726.86
FY 2025 5303 Funding (#21862)	17,803.38		2,037.68	19,841.06
FY 2023 5303 Saving (Move from #21841 to #21862)	95,659.31		10,948.64	106,607.95
FY 2025 2.5% set aside for Safe & Access Transportation Options (#21862)	4,159.51		0	4,159.51
Albany Area Total	286,386.46	19,315.82	12,986.31	318,688.60

SFY'24 Budget Breakdown

FUND TYPE	FEDERAL SHARE	STATE MATCH	LOCAL MATCH	TOTAL
Albany Area MPO Agreement No.				
FY 2024 PL (#21851)	159,124.19	18,212.48	0	177,336.67
FY 2021 PL Saving (Move from #20600 to #21851)	14,803.21	1,694.29	0	16,497.50
FY 2024 5303 Funding (#21851)	55,148.34		6,311.97	61,460.31
FY 2022 5303 Saving (Move from #20600 to #21851)	0.49		0.06	0.55
FY 2023 2.5% set aside for Safe & Access Transportation Options	4,145.58		0	4,145.58
Albany Area Total	233,221.81	19,906.77	6,312.03	259,440.61

*Funding increase of \$ 59,247.90 from FY'24 to FY'25

MEMORANDUM

Albany Area Metropolitan Planning Organization

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Date: December 21, 2023
To: AAMPO Technical Advisory Committee
From: Billy McGregor, AAMPO Staff
Re: Statewide Transportation Improvement Program (STIP) Revisions

Action Requested

Add a new project from Albany CRP funding. Funding will be split from 23087 at a later date due to current pending amendment in that key.

Overview

The purpose of this memorandum is to provide an update on recent revisions to the Statewide Transportation Improvement Program (STIP) relevant to the Albany Area Metropolitan Planning Organization (AAMPO). A summary table of recent revisions can be found on the following page.

Background on the STIP and MTIP

The STIP is the Oregon Department of Transportation's capital improvement plan for state and federally funded transportation projects. The current STIP (FY2021-2024) went into effect October 1, 2020, and expires September 30, 2024. AAMPO acts as the regional coordinator to the STIP helping ensure that revisions and other adjustments are processed appropriately. AAMPO also maintains a Metropolitan Transportation Improvement Program (MTIP) which is consistent with the STIP.

Revision Types

There are three types of STIP and MTIP revisions processed by AAMPO, listed below. Additional details on STIP and MTIP amendments can be found in the AAMPO MTIP policy [HERE](#).

- **Full Amendments:** Require the greatest level of scrutiny and are brought to the Policy Board for discussion and approval. The TAC makes a recommendation to the Policy Board regarding approval of the amendment and also determines what level public outreach is necessary. At a minimum, the item will be reviewed by the TAC and placed on the next Policy Board agenda, which comes with notification requirements. Additional items for consideration include provision of a public comment period (two weeks), holding a public meeting, and any other actions deemed advisable by the TAC.
- **Administrative Amendment:** Require less scrutiny and are usually familiar to local staff members. Administrative amendments are brought to the TAC for discussion and approval. The Policy Board is notified of Administrative Amendments at their next regularly scheduled meeting.
- **Adjustment:** For minor changes, AAMPO staff have the authority to approve adjustments. Adjustments do not require committee approval or public notice.

STIP Revisions

Row	Revision Type	Project Key Number/s & Name/s	Project Description	Revision Information
1	Administrative Amendment	23528	Add a new Carbon Reduction Program project.	Add a new project from Albany CRP funding. Funding will be split from 23087 at a later date due to current pending amendment in that key.