



**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

**Policy Board Meeting**  
**Wednesday, August 28, 2024**  
**2:30 pm to 4:30 pm**

**HYBRID MEETING: IN PERSON AT THE ALBANY ABC CONFERENCE ROOM**

1400 Queen Ave, SE Albany, Oregon 97322; Downstairs Conference Room

**OR**

**Via Teams by Clicking [HERE](#)**

Meeting ID: 234 386 466 633

Passcode: SubiQg

**Mobile One Click Number**

**[+1 872 242 8088](#)**

Phone Conference ID: 983 687 329#

**Contact:** Billy McGregor, [bmcgregor@ocwcog.org](mailto:bmcgregor@ocwcog.org)

**AGENDA**

1)	2:30	Call to Order, Agenda Review, and Roll Call	Chair, Ray Kopczynski
2)	2:35	Public Comments	Chair
3)	2:45	Approve minutes of July 24, 2024, Meeting (Attachment A)  <i>Action: Decision on minutes</i>	Chair
4)	2:50	STIP Administrative Amendment (Attachment B) Administrative Amendments are brought to the TAC for discussion and approval, with the Policy Board being notified of the TAC's decision. Amendments are for projects 23673, CWCOG Transportation Options FFY24 - FFY27.  <i>Action: Information on Amendment</i>	Staff, Billy McGregor
5)	2:55	STIP Full Amendment (Attachment C) Full amendments are brought to the TAC for approval before going to the Policy Board. Amendments are for projects 22053, Oregon Transportation Network - Linn Co FFY24 and 23722, Oregon Transportation Network - Linn Co FFY25.  <i>Action: Decision on Amendment</i>	Staff, McGregor

6)	3:00	<b>AAMPO In-Kind Match Report (Attachment D)</b> AAMPO completed its Final In-Kind Match reporting for ODOT as part of the annual funding reporting process.  <i>Action: Information and Discussion</i>	Staff, McGregor
7)	3:15	<b>MPO Merger Conversation (Attachment E &amp; Presentation)</b> Tentative schedule of AAMPO presentations for jurisdiction roadshow and preview of same presentation.  <b>ACTION:</b> <i>Information and Discussion</i>	Staff, McGregor
8)	3:45	<b>Title VI Survey Reminder</b> Reminder that the Title VI Survey for update of AAMPO/CAMPO's joint Title VI Plan has been sent out to members.  <b>Action:</b> <i>Informational</i>	Staff, McGregor
9)	3:50	<b>Jurisdictional Updates/Other Business</b> <ul style="list-style-type: none"> <li>• Staff Updates – Chair Signature on Amended UPWP</li> <li>• Albany</li> <li>• Benton County</li> <li>• Jefferson</li> <li>• Linn County</li> <li>• Millersburg</li> <li>• Tangent</li> <li>• ODOT</li> </ul>	All
10)	4:30	<b>Adjournment</b> <i>Next Meeting: Wednesday, October 23, 2024. The September AAMPO Policy Board Meeting has been cancelled.</i>	Chair

## ATTENDANCE (FOR QUORUM PURPOSES)

<b>Board Members</b>	<b>Jurisdiction</b>	<b>Attendance</b>
Walt Perry	City of Jefferson	
Councilor Mike Hickam	City of Millersburg	
Councilor Ray Kopczynski	City of Albany	
Councilor Greg Jones	City of Tangent	
Commissioner Roger Nyquist	Linn County	
Commissioner Pat Malone	Benton County	
Darrin Lane	Citizen Representative	
Christine Hildebrandt	Oregon Department of Transportation	
<b>Alternates</b>	<b>Jurisdiction</b>	<b>Attendance</b>
Councilor David Watkins	City of Jefferson	
Janelle Booth	City of Millersburg	
Chris Cerklewski	City of Albany	
Joe Samaniego	City of Tangent	
Daineal Malone	Linn County	
Gary Stockhoff	Benton County	
James Feldmann	Oregon Department of Transportation	

**Quorum Requirement:** MPO business may be conducted provided a quorum of the Policy Board is in attendance. A quorum consists of at least four members of the Policy Board or their alternates. The Policy Board members may participate telephonically or by other means of electronic communication as provided in Section 6.D (Special or Emergency Meetings).

– AAMPO Policy Board Bylaws, Section 6: Meeting, Subsection E: Quorum

**ALBANY METROPOLITAN PLANNING ORGANIZATION  
POLICY BOARD HYBRID MEETING  
Wednesday, July 24, 2024  
2:30 – 4:30 pm  
Via Microsoft Teams Technologies**

**DRAFT MINUTES**

<b>Board Members</b>	<b>Jurisdiction</b>	<b>Attendance</b>
Walt Perry	City of Jefferson	No
Councilor Mike Hickam	City of Millersburg	Yes
Councilor Ray Kopczynski	City of Albany	Yes
Greg Jones	City of Tangent	No
Commissioner Roger Nyquist	Linn County	No
Commissioner Pat Malone	Benton County	Yes
Darrin Lane	Citizen Representative	Yes
Christine Hildebrandt	Oregon Department of Transportation	Yes
<b>Alternates</b>	<b>Jurisdiction</b>	<b>Attendance</b>
David Watkins	City of Jefferson	No
Janelle Booth	City of Millersburg	No
Chris Cerklewski	City of Albany	No
Joe Samaniego	City of Tangent	Yes
Daineal Malone	Linn County	No
Gary Stockhoff	Benton County	No
James Feldmann	Oregon Department of Transportation	No

**Guests:** Jasmine Harris and Jan Napack.

**Staff Present:** AAMPO Planner Billy McGregor, CAMPO Planner Corum Ketchum, CED Director Jaclyn Disney, and Administrative Assistant Ashlyn Muzechenko

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order, Agenda Review, and Roll Call	<p>The AAMPO Policy Board Chair, Ray Kopczynski called the meeting to order at 2:31pm.</p> <p>Staff Ashlyn Muzechenko conducted roll call for today’s AAMPO Policy Board Meeting.</p>	<p><b>The meeting was called to order at 2:30pm by the AAMPO Policy Board Chair, Ray Kopczynski.</b></p>
2. Public Comments	<p>There were no public comments shared with the AAMPO Policy Board and guests in attendance.</p>	<p><b>There were no public comments.</b></p>
3. Approve minutes of the AAMPO Policy Board Meeting of April 24, 2024  (Attachment A)  <b>Action:</b> Decision on Minutes	<p>The AAMPO Policy Board approved the AAMPO Policy Board minutes from April 24, 2024, by consensus with no corrections or adjustments.</p>	<p><b>The AAMPO Policy Board approved the AAMPO Policy Board minutes from April 24, 2024, by consensus.</b></p>
4. UPWP Amended Budget  (Attachment B)  <b>Action:</b> Information and Approval Decision	<p>Staff Billy McGregor shared Attachment B which concerns the final updated UPWP Budget for AAMPO.</p> <p>The final budgets for both MPO’s were displayed on screen. The final amount is 363,783.69 for AAMPO this year. This is a larger amount received this year than that of last year.</p> <p>The AAMPO Policy Board Members and guests in attendance adopted the UPWP amended budget by consensus.</p>	
5. TIP Amendment Notice  (Attachment C1 and C2)  <b>Action:</b> Approval Decision	<p>McGregor shared the final TIP amendments for the 2024 – 2027 TIP cycle. For the first two, both are full amendments and were reviewed by the Technical advisory committee.</p> <p>McGregor read off the project’s revision information and amendment details for the members and guests in attendance.</p> <p>The AAMPO Policy Board Members and guests in attendance adopted the</p>	<p><b>The AAMPO Policy Board Members and guests in attendance adopted the TIP Amendments presented before them and as listed in attachments C1 and C2 in the meeting agenda</b></p>

	TIP Amendments presented before them and as listed in attachments C1 and C2 in the meeting agenda packet.	<b>packet.</b>
<p>6. MPO Merger Conversation</p> <p><b>Action:</b> Discussion</p>	<p>McGregor shared this agenda item covering the MPO merger conversation between AAMPO and CAMPO. At the joint policy board meeting earlier this month CAMPO agreed to approve moving forward with the merger, however there was not a quorum of AAMPO Members present so a vote could not be taken on their behalf.</p> <p>Staff are looking for approval to proceed with the merger process from AAMPO members present today, if they choose to support this decision.</p> <p>McGregor shared the findings and reports per the previous request of the AAMPO policy board for more information regarding the merger of the two MPO's.</p> <p>Councilor Ray Kopczynski noted his approval with moving forward with this process. Commissioner Malone seconded the approval as a member of both CAMPO and AAMPO.</p> <p>Darrin Lane noted concern for ensuring the funding for various local projects that are approved are distributed equitably for the region between the two MPOs.</p> <p>Lane added he is concerned about the funds and how they are applied for the smaller communities in these areas.</p> <p>Lane shared that on behalf of the of Linn County, the governing body would need to weigh in on this fact before admitting support to continue.</p> <p>McGregor shared an answer for the process of distributing funds equitably for the 20-30 cycle, the policy board would have a non-weighted single vote, and they will be the ones determining the criteria.</p> <p>Lane added that there has been some personnel instability in terms of the COG regarding folks involved in managing and staffing for the MPO's and the other departments at the COG as well. He did note that this should be a consideration as well.</p>	<p><b>The policy board noted their approval for continued fact-finding and researching in the merger conversation but not the formal approval to start a merger.</b></p>

	<p>Staff noted that they can present to the different councils and appropriate bodies to discuss the merger conversation and seek approval.</p> <p>The policy board shared their approval for continued fact-finding and researching in the merger conversation but not the formal approval to start a merger with the Corvallis Area Metropolitan Planning Organization (CAMPO).</p>	
<p>7. AAMPO Website Transition</p> <p>(Attachment D)</p> <p><b>Action:</b> Informational</p>	<p>McGregor shared a memo regarding the AAMPO Website transition and combining websites with CAMPO and starting a new website transition.</p> <p>AAMPO wanted to notify the policy board of this plan to spend the funding for this transition update for the website as it will cost in-between \$4,000 and \$5,000.</p>	
<p>8. Title VI Survey Notice</p> <p>(Attachments E)</p> <p><b>Action:</b> Informational</p>	<p>McGregor shared the Title VI nondiscrimination and environmental justice plan for their approval.</p> <p>Corum Ketchum, CAMPO planner shared that the public comment period is still open and if comments are received the plan will be brought back to the policy board for further approval.</p> <p>The Policy Board members approved the Title VI plan by consensus of members present pending the public comment period.</p> <p>In coordination with the Title VI plan a demographic survey is sent out to the board, TAC and staff to fill out in order to be compliant. This is a short 3 question survey that is kept anonymous. This is part of the standard reporting process.</p>	<p><b>The Policy Board members approved the Title VI plan by consensus of members present pending the public comment period.</b></p>
<p>9. Grant Information</p> <p>(Attachment F)</p> <p><b>Action:</b> Informational</p>	<p>McGregor shared grant information regarding the Charging and Fueling Infrastructure Discretionary Grant Program. COG is helping, through grant services person Susan Patterson, Albany fill out a grant application.</p> <p>This is an informational update for community programming grants.</p>	
<p>10. Jurisdictional Updates/Other Business</p>	<p><b>AAMPO Staff Updates:</b></p> <p>The July 10th joint policy board meeting for AAMPO and CAMPO was the last meeting where the program manager was present and employed with the COG. Nick Meltzer celebrated over 6 years with the MPO's and Oregon Cascades West Council of Governments.</p>	

	<p><b>Jurisdictional Updates:</b></p> <p>Albany – Councilor Ray Kopczynski shared an update regarding concerns from the city’s citizens on the Lyon Street bridge. Christine Hildebrandt of ODOT confirmed the projects timeline and noted it is on schedule.</p> <p>Benton County – Commissioner Malone had to leave the meeting for a conflicting one before the jurisdictional updates section came about.</p> <p>Jefferson – There were no members of Jefferson available to give updates.</p> <p>Linn County – There were no linn county members present to provide updates.</p> <p>Millersburg – Councilor Hickam shared there are no updates currently for Millersburg.</p> <p>Tangent – Joe Samaniego had to leave the meeting for a conflicting one before the jurisdictional updates section came about.</p> <p>ODOT – Christine Hildebrandt noted that the US20 safety project is finishing phase two this summer and phase 3 has a 30% design plan currently.</p>	
11. Adjournment	The next AAMPO Policy Board Meeting is scheduled for Wednesday, August 28, 2024, from 2:30pm – 4: 30pm. If the August Meeting is cancelled, then the next meeting will be Wednesday, September 25, 2024.	<b>The meeting was adjourned at 3:15 pm by the Chair Councilor Ray Kopczynski.</b>

# 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:** August 28, 2024  
**To:** AAMPO Policy Board  
**From:** Billy McGregor, AAMPO Staff  
**Re:** Statewide Transportation Improvement Program (STIP) Revisions

### Action Requested

Decision by Technical Advisory Committee regarding Administrative Amendment to project 23673. Notification to the Policy Board of TAC decision.

### 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 has the authority to approve adjustments. Adjustments do not require committee approval or public notice.

**STIP Revisions**

<b>Row</b>	<b>Revision Type/Amendment</b>	<b>Project Key Number/s &amp; Name/s</b>	<b>Project Description</b>	<b>Revision Information/Amendment Detail</b>
1	Administrative Amendment  24-27-1247	23673  CWCOG Transportation Options FFY24 - FFY27	Create new Transportation Options project, moving \$260,121.56 from project key 23147, \$239,965.75 from project key 23048, and \$194,691.08 from project key 23397.	Create new SW TDM project. Splitting \$260,121.56 from K23147, \$239,965.75 from K23048, and \$194,691.08 from K23397.

# MEMORANDUM

## Albany Area Metropolitan Planning Organization

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**Date:** August 28, 2024  
**To:** AAMPO Policy Board  
**From:** Billy McGregor, AAMPO Staff  
**Re:** Statewide Transportation Improvement Program (STIP) Revisions

### Action Requested

Decision by Technical Advisory Committee regarding Full Amendment to project 23722 and 22053.  
 Decision by the Policy Board regarding Full Amendment to project 23722 and 22053.

### 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.

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- **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 has the authority to approve adjustments. Adjustments do not require committee approval or public notice.

**STIP Revisions**

Row	Revision Type/Amendment	Project Key Number/s & Name/s	Project Description	Revision Information/Amendment Detail
1	Full Amendment  24-27-1517	22053  Oregon Transportation Network - Linn Co FFY24	Urbanized public transit capital funding for federal fiscal year 2024. Funds will be transferred to FTA for delivery. Projects and programs to be determined based on funding requirements.	Decrease OT by \$301,598 and slip OT to 25  Decrease project cost by \$301,598 to match the FTA grant and slip the project to start in federal fiscal year 2025.
2	Full Amendment  24-27-1487	23722  Oregon Transportation Network - Linn Co FFY25	Urbanized public transit capital funding for Federal fiscal year 2025. Funds will be transferred to FTA for delivery. Projects and programs to be determined based on funding requirements.	Create new transit project. OTC approval 8/1/24.  Create new project to match program allocations.

## Final Donations/Contributions Approval Request

Local agency must provide proof of contribution (e.g., invoices, cost report, etc.) along with this form.

Albany Area Metropolitan Planning Organization	07/31/2024
Name of Local Agency	Date
Billy McGregor	541-758-1911
Local Agency Contact Person	Phone Number
Albany Area MPO Planning SFY24	21851
Project Name	Key Number
James Feldmann	541-257-7669
ODOT Region Contact Person	Phone Number
Arlene Santana	503-986-4126
ODOT HQ Contact Person	Phone Number

### Type and Description of Donation/Contribution

Materials, services and funds are valued at the current rate. Credit for property, such as Right of Way, is valued at the rate at the time of purchase. Check all that apply.

Materials
  Services
  Funds
  Credit for Property

Albany TAC and Policy Board Meetings: \$3,520.27  
 Linn-Benton Loop TAC and Policy Board Meetings: \$658.96  
 Albany Transit Match: \$4,000.00  
 Required Match: \$6,312.00

Stated Value \$

**We certify that the value of the donation/contribution has been documented in an approved manner by ODOT and incorporated into the project, the donation/contribution has never previously received Federal funding or was paid for with Federal funds, and if the value of the donation/contribution was less than the originally stated value, we will provide funding to make up the difference. All applicable Federal guidelines/rules were followed.**

CED Director	
Local Agency Signer Title	
Jaclyn K. Disney	08/01/2024
Signature	Date

Digitally signed by Jaclyn K. Disney  
Date: 2024.08.01 13:53:07 -07'00'

# MEMORANDUM

## Albany Area Metropolitan Planning Organization

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Benton County • Oregon Department of Transportation



**Date:** August 28, 2024  
**To:** AAMPO Policy Board  
**From:** Billy McGregor, AAMPO Staff  
**Re:** MPO Roadshow Schedule (Tentative)

### Background Summary

At the July 24, 2024 AAMPO Policy Board meeting, member Darrin Lane requested staff to present the details of the proposed AAMPO/CAMPO (Corvallis) merger to each member jurisdiction within AAMPO at the policy decision level to gather feedback.

### Details

The schedule shown here is tentative as of currently written on August 19, 2024.

Jurisdiction	Date
City of Albany – City Council	9/11/2024
City of Jefferson – City Council	9/26/2024 - Reschedule
City of Millersburg – City Council	9/10/2024
City of Tangent – City Council	9/6/2024
Benton County – County Commission	9/3 or 9/10/2024
Linn County – County Commission	9/3 - 9/24/2024 (Any Tuesday)

### Action

AAMPO staff will be giving the following presentation to each jurisdiction and is inviting members of the AAMPO TAC to attend their respective jurisdiction's presentation. AAMPO staff will include Billy McGregor (presenter), Ashlyn Muzechenko (minutes), and potentially James Feldmann (ODOT Regional Staff) or TAC Member (jurisdiction staff, etc).

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