



**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, October 23, 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	<b>Call to Order, Agenda Review, and Roll Call</b>	<b>Chair, Ray Kopczynski</b>
2)	2:35	<b>Public Comments</b>	<b>Chair</b>
3)	2:45	<b>Approve minutes of August 28, 2024, Meeting (Attachment A)</b>  <i>Action: Decision on minutes</i>	<b>Chair</b>
4)	2:55	<b>STIP Full Amendment (Attachment B)</b> Full amendments are brought to the TAC for approval before going to the Policy Board. Amendments are for project 21980, Enhanced Mobility Program - Linn Co FFY23.  <i>Action: Decision on Amendment</i>	<b>Staff, McGregor</b>
5)	3:00	<b>AAMPO FY25 In-Kind Match Overview (Attachment C)</b> Staff discussion of the upcoming fiscal year In-Kind/Match requirements.  <i>Action: Information and Discussion</i>	<b>Staff, McGregor</b>
6)	3:15	<b>MPO Merger Conversation, Continued</b> Tentative scheduling of AAMPO presentations for jurisdiction roadshow and update on TAC discussions.  <b>ACTION:</b> <i>Information and Discussion</i>	<b>Staff, McGregor</b>

The meeting location is accessible to persons with disabilities. Sign language, interpreter services or other accommodations can also be provided by contacting Ashlyn Muzechenko at least 48 hours prior to the meeting. Ashlyn can be reached at [amuzechenko@ocwcog.org](mailto:amuzechenko@ocwcog.org).

7)	3:45	<b>Joint December Meeting w/ CAMPO (Attachment D)</b> Staff information on upcoming December joint meeting with Corvallis Area MPO Policy Board.  <b>Action:</b> <i>Information and Discussion</i>	<b>Staff, McGregor</b>
8)	3:50	<b>Jurisdictional Updates/Other Business</b> <ul style="list-style-type: none"> <li>• Staff Updates – New CED Director Meet/Greet</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>	<b>All</b>
9)	4:30	<b>Adjournment</b> <i>Next Meeting: Thursday, November 21, 2024. This will be a joint meeting with the AAMPO TAC.</i>	<b>Chair</b>

## ATTENDANCE (FOR QUORUM PURPOSES)

Board Members	Jurisdiction	Attendance
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	
Alternates	Jurisdiction	Attendance
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, August 28, 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	Yes
Commissioner Roger Nyquist	Linn County	No
Commissioner Pat Malone	Benton County	No
Darrin Lane	Citizen Representative	No
Christine Hildebrandt	Oregon Department of Transportation	No
<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	Yes
Gary Stockhoff	Benton County	Yes
James Feldmann	Oregon Department of Transportation	Yes

**Guests:** Cody Franz

**Staff Present:** Transportation Program Manager Nick Meltzer, 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 2:30pm.</p> <p>Staff Billy McGregor 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 July 24, 2024  (Attachment A)  <b>Action:</b> Decision on Minutes	<p>The AAMPO Policy Board approved the AAMPO Policy Board minutes from July 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. STIP Administrative Amendment  (Attachment B)  <b>Action:</b> Information on Amendment	<p>Staff Billy McGregor shared attachment B STIP Revision administrative amendment which was approved by the AAMPO TAC at their last meeting. This is just a notification to the policy board.</p> <p>This is for administrative amendment 24-27-1247 which creates a new transportation options project.</p>	
5. STIP Full Amendment  (Attachment C)  <b>Action:</b> Decision on amendment	<p>McGregor shared the STIP Full Amendment for policy board approval or disapproval. The TAC has reviewed both projects. These are on full amendment 24-27-1517 and amendment 24-271487.</p> <p>McGregor provided background on the two projects that are being amended for the Policy Board members and guests in attendance.</p> <p>The AAMPO Policy Board members in attendance approved both STIP Full amendments by consensus.</p>	<p><b>The AAMPO Policy Board members in attendance approved both STIP Full amendments by consensus.</b></p>

<p>6. AAMPO In-Kind Match Report</p> <p>(Attachment D)</p> <p>Action: Information and Discussion</p>	<p>McGregor shared attachment D in the packet which is a yearly form that AAMPO files which is required to be submitted to ODOT.</p> <p>This starts July 1<sup>st</sup> and Ends June 30<sup>th</sup>. There was a requirement of \$6,312, the match was stated as \$8,179.23. which means the match was met and we went above and beyond.</p> <p>This report has been filed with ODOT, and the spreadsheet breakdown was included in the meeting agenda packet as well.</p>	
<p>7. MPO Merger Conversation</p> <p>Attachment E and Presentation</p> <p><b>Action:</b> Information 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. At the last policy board meeting, AAMPO members advised staff to continue research and provide further details before a decision could be made.</p> <p>McGregor shared a tentative schedule for the AAMPO Roadshow. However, these dates will likely be rescheduled as the items have not been started yet.</p> <p>McGregor added that members of the TAC and James Feldmann of ODOT will be attending this roadshow along with the department's admin.</p> <p>Gary Stockhoff asked for Benton County will this be an official presentation for the board. If yes, with that in mind, there is a two-week timeframe to get on the agenda. At this point, he could shoot for the 17<sup>th</sup>, but he would need to get that reservation on the 3<sup>rd</sup>.</p> <p>Jaclyn Disney noted once this is more finalized staff can work and coordinate with all officials to respect all those timelines.</p> <p>Disney asked if there was a sense of urgency if this doesn't land in the September timeline.</p> <p>Stockhoff noted this could easily be moved to October and schedule accordingly from there. October 1<sup>st</sup> or October 15<sup>th</sup> would be upcoming</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>days. If one of those is preferred just to reach out to him and he can get the ball moving.</p> <p>McGregor shared the presentation that will be shown on the roadshow to get policy board member feedback before taking it out to the jurisdictions. The presentation is about 14 slides long.</p> <p>The Chair, Councilor Kopczynski shared that the presentation was well put together and would be a good process to go through.</p> <p>James Feldmann asked if there were points added for a combined MPO having more weight and statewide conversations due to being a larger body. Which relates to more access to higher level planning.</p> <p>Additionally, Feldmann asked if the cities and counties are comfortable with the wording of the funding change in the presentation.</p>	
<p>8. Title VI Survey Reminder</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 to be compliant. This is a short 3 question survey that is kept anonymous. This is part of the standard reporting process.</p>	
<p>9. Jurisdictional Updates/Other Business</p>	<p><b>AAMPO Staff Updates:</b> There was no AAMPO Staff updates to share at this time.</p> <p>Ketchum shared a quick CAMPO update for the Corvallis MPO as well. This update contained project updates for the Mobility Hubs that will be going out to bid late September early October with construction starting in Summer 2025.</p>	

	<p><b>Jurisdictional Updates:</b></p> <p>Albany – Councilor Ray Kopczynski shared there was no update for the City of Albany.</p> <p>Benton County – Gary Stockhoff shared the county is working on a road transfer. This has been long coming and is finally coming together. The county is also working on the Corvallis to Albany path and securing multiple grants to get it funded.</p> <p>Jefferson – There were no members of Jefferson available to give updates.</p> <p>Linn County – Daineal Malone shared that Linn County are going out to bid this fall for the goldfish farm road bridge project. The county is also working on the Goldfish Farm Road project, which will have construction starting in 2026. Three of the Linn County projects also made the scoping study funding list for the arts project as well. The county completed survey work for the Tangent Drive Road approving project as well.</p> <p>Millersburg – Councilor Hickam shared the city has been busy, awarding contracts for the industrial drive area with construction starting next month. There will also be groundbreaking happening for the timber lab next month too. There will be a lot of construction happening soon in Millersburg. The intermodal system is still looking for someone to take control and run that program.</p> <p>Tangent – Joe Samaniego shared there were no new updates for Tangent.</p> <p>ODOT – James Feldmann shared that staff are working to get a consultant on board for the next Tangent project.</p>	
10. Adjournment	The next AAMPO Policy Board Meeting is scheduled for Wednesday, September 25, 2024, from 2:30pm – 4: 30pm.	<b>The meeting was adjourned at 3:30 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 •  
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**Date:** October 23, 2024  
**To:** AAMPO Policy Board  
**From:** Billy McGregor, AAMPO Staff  
**Re:** Statewide Transportation Improvement Program (STIP) Revisions

### Action Requested

Decision by Policy Board regarding Full Amendment to project 21980, which has been reviewed by the AAMPO TAC, and is recommended by the TAC for approval.

### 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	Full Amendment  24-27-1694	21980  Enhanced Mobility Program - Linn Co FFY23	Enhanced mobility small urban program funding to improve transportation services to the special needs, seniors, and other transit-dependent populations in rural areas.	Increase the project by \$66,978 to match the FTA grant. Update project name to "Enhanced Mobility S&ID - Linn County FFY23". Add "State administration included" to project description. Slip the project to start in federal fiscal year 2025.

# MEMORANDUM

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**Date:** October 23, 2024  
**To:** AAMPO Policy Board  
**From:** Billy McGregor, AAMPO Staff  
**Re:** AAMPO Local Match / In-Kind

### Background Summary

Every year AAMPO relies on some amount of locally donated match funds to repay ODOT as in-kind services. These funds are received as a mix of direct donations (\$4,000 from ATS) and member attendance at meetings. The amount AAMPO “owes” to ODOT each year varies depending on how much PL and 5303 funds are distributed.

### Details

Each year AAMPO receives funds to operate from a variety of sources. These include PL and 5303 funds which include a federal, state, and local component. The local component is provided by the state with the understanding that local members will “repay” the amount through donated staff and elected official’s time. This time is predominantly recorded via regular MPO meetings (when quorum is met) and reported at the end of the fiscal year. Albany Transit Service supplements this with a cash donation each year, and Loop meetings member time is also included. See Figure 1. for example breakdown as reported for FY’24.

<u>Overall FY2024 Year End Totals</u>	
4 AAMPO TAC Meetings	\$ 2,084.20
6 AAMPO Policy Board Meetings	\$ 1,436.08
2 Linn-Benton Loop TAC Meetings (AAMPO Share)	\$ 533.73
2 Linn-Benton Loop Board Meetings (AAMPO Share)	\$ 125.24
Albany Transit Match	\$ 4,000.00
<b>Total</b>	<b>\$ 8,179.23</b>
<b>FY24 IN-KIND TOTAL:</b>	<b>\$ 8,179.23</b>
<b>FY24 IN-KIND MATCH REQUIRED</b>	<b>\$ 6,312.00</b>

Figure 1. FY24 Reporting Breakdown

### Actions

AAMPO has an excess of required match for FY’25 due to a savings balance carryover from previous fiscal years.

Work with ODOT to determine AAMPO Match that takes into account that Savings have already had their Match met during the previous fiscal years it is carried over from.

Have longer/more AAMPO meetings. What would this productively look like for members? What material can be usefully covered?

# MEMORANDUM

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### FY'23 Details

During FY'23 AAMPO had additional funds to distribute to City of Albany for the design of a new ATS Bus Facility. Because of this the Match requirement for that period was appropriately higher than normal. This additional Match requirement was covered by the City of Albany as their match portion for the awarded grant. Not shown in Figure 3. is the ATS \$4,000 match amount.

There were also unspent funds that have been redistributed by ODOT back into the AAMPO FY'25 budget.

Financial Plan				
Funding Responsibility	STIP Name	STIP Year	Total Est/Act Amount	
SW MPO PLANNING	2021-2024 STIP	2022	\$531,877.43	
SW MPO PLANNING	2021-2024 STIP	2023	(\$41,562.38)	
MPO Plan - Albany	STIP Savings	2024	(\$121,334.80)	
			<b>Totals</b>	<b>\$368,980.25</b>

  

Financial Plan Information				
Funding Responsibility	STIP Name	STIP Year	Est/Act Amounts	Comment
SW MPO PLANNING	2021-2024 STIP	2022	Federal \$477,253.62	6/29/2022: Initial obligation per FMIS.
			State \$28,871.60	
			Local/Other \$25,752.21	
			<b>Totals \$531,877.43</b>	

Figure 2. From STIP, AAMPO FY23 Budget

AAMPO TAC, PB Meetings: \$6,783.68
LB Loop Contribution: \$873.99
City of Albany Cash: \$13,524
Total 5303 Spend FY23: 140,246.65. Required match: \$16,051.86
Stated Value \$21,181.67

Figure 3. From Final Match Report FY23

### FY 24-26 STIP Details

Financial Plan				
Funding Responsibility	STIP Name	STIP Year	Total Est/Act Amount	
SW MPO PLANNING	2021-2024 STIP	2023	\$258,638.27	
			<b>Totals</b>	<b>\$258,638.27</b>

  

Financial Plan Information				
Funding Responsibility	STIP Name	STIP Year	Est/Act Amounts	Comment
SW MPO PLANNING	2021-2024 STIP	2023	Federal \$232,918.04	6/20/2023: Increase funding (\$8,197.85 is SATO) to match UPWP per 21-24-3279
			State \$19,408.20	
			Local/Other \$6,312.03	
			<b>Totals \$258,638.27</b>	

Figure 4. From STIP, AAMPO FY24 Budget

Financial Plan				
Funding Responsibility	STIP Name	STIP Year	Total Est/Act Amount	
SW MPO PLANNING	2021-2024 STIP	2024	\$0.00	
SW MPO PLANNING	2024-2027 STIP	2024	\$358,039.85	
			<b>Totals</b>	<b>\$358,039.85</b>

  

Financial Plan Information				
Funding Responsibility	STIP Name	STIP Year	Est/Act Amounts	Comment
SW MPO PLANNING	2024-2027 STIP	2024	Federal \$321,696.34	6/24/2024: Obligation per FMIS 4/2024: Increase funding to match work plan per 24-27-
			State \$19,315.82	
			Local/Other \$17,027.69	
			<b>Totals \$358,039.85</b>	

Figure 5. From STIP, AAMPO FY25 Budget

# MEMORANDUM

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Financial Plan			
Funding Responsibility	STIP Name	STIP Year	Total Est/Act Amount
MPO Plan - Albany	2024-2027 STIP	2025	\$305,091.60
<b>Totals</b>			<b>\$305,091.60</b>

  

Financial Plan Information			
Funding Responsibility	STIP Name	STIP Year	Est/Act Amounts
MPO Plan - Albany	2024-2027 STIP	2025	Federal \$273,758.70
			State \$22,766.29
			Local/Other \$8,566.61
			<b>Totals \$305,091.60</b>

Figure 6. From STIP, AAMPO FY26 Budget (est.)

### Additional Details

In FY'25 AAMPO will be required to repay ~\$17,027.69 back in In-Kind services. ATS is donating \$4,000 and the rest must be made up in meeting time and member participation. Meetings that contribute to this time are the AAMPO TAC and Policy Board as well as the Loop Board TAC and Policy Board. Of these the AAMPO TAC has the highest return on time investment with most of its members' time being valued/credited at \$100 per hour. Loop TAC members are also credited at this rate but meet only once per three months (quarterly).

### FEDERAL FISCAL YEAR 2024 (State Fiscal Year 2025)

Albany Area MPO Agreement No. PR25(204)	Federal	State	Local	Total
FY 2025 PL (#21862)	155,888.32	17,842.12	0	173,730.44
FY 2023 PL Saving (Move from #21841 to #21862)	13,214.41	1,512.45	0	14,726.86
FY 2025 2.5% set aside for Safe & Access Transportation Options (#21862)	4,168.56		0	4,168.56
FY 2025 5303 Funding (#21862)	57,853.09		6,621.55	64,474.64
FY 2023 5303 Saving (Move from #21841 to #21862)	95,659.31		10,948.64	106,607.95
<b>Albany Area Total</b>	<b>326,783.69</b>	<b>19,354.56</b>	<b>17,570.18</b>	<b>363,708.44</b>

# MEMORANDUM

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**Date:** October 23, 2024  
**To:** AAMPO Policy Board  
**From:** Billy McGregor, AAMPO Staff  
**Re:** **December Joint Policy Board Meeting with CAMPO**

### **Notice**

In order to provide flexible holiday scheduling for both MPOs the Albany Area MPO and Corvallis Area MPO Policy Boards will be conducting a joint meeting on December 11, 2024.

### **Background**

In order to have both AAMPO and CAMPO TAC and Policy Boards held during the December month both are being held jointly with each other parallel body.

AAMPO/CAMPO Policy Board Date: 12/11/2024

AAMPO/CAMPO TAC Date: 12/19/2024

### **Possible Topics to Cover for Policy Board**

A Joint Regional Transportation Plan (RTP) Process

Surface Transportation Block Grant (STBG)/State Highway Fund (SHF) Criteria

Surface Transportation Block Grant (STBG)/State Highway Fund (SHF) Division if Merger Proceeds

ODOT Budget and the MPO Budgets

Mobility Hubs, Albany-Corvallis Path, and Other Regional Projects