



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, September 19, 2024
9:00 am to 11:00 am**

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: 295 018 527 261

Passcode: 35XuKi

Mobile One Click Number

[+1 872 242 8088](#)

Phone Conference ID 419 584 141#

Contact: Billy McGregor, bmcgregor@ocwcog.org

AGENDA

1)	9:00	Call to Order, Agenda Review, and Roll Call	Chair, Chris Cerklewski
2)	9:05	Public Comments	Chair
3)	9:10	Approve minutes of August 15, 2024 (Attachment A) <i>Action: Decision on minutes</i>	Chair
4)	9:15	Transportation Options Presentation (Attachment B) Per TAC request AAMPO staff has prepared an introductory presentation to the CWCOG Transportation Options Program as provided by CED. <i>Action: Information</i>	Staff, Billy McGregor
5)	9:45	STIP Staff Adjustment (Attachment C) Staff Adjustments are the lowest level of STIP amendment and require TAC notification of changes. <i>Action: Information</i>	McGregor
6)	9:55	STIP Full Amendment (Attachment D) 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>	McGregor

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.

7)	10:00	AAMPO FY25 In-Kind Match Overview (Attachment E) Staff discussion of the upcoming fiscal year In-Kind/Match requirements. <i>Action: Information and Discussion</i>	McGregor
8)	10:30	Jurisdictional Updates/Other Business <ul style="list-style-type: none"> • AAMPO Staff – Director Meet/Greet • Benton County • Linn County • Tangent <ul style="list-style-type: none"> • Albany • Jefferson • Millersburg • ODOT 	All
9)	11:00	Adjournment Next regularly scheduled meeting: Thursday, October 17, 2024.	Chair

ATTENDANCE (FOR QUORUM PURPOSES)

TAC Members	Jurisdiction	Attendance
Councilor 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

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.

Albany Area Metropolitan Planning Organization (AAMPO)

**AAMPO TAC Hybrid Meeting
Albany ABC (Downstairs Conference Room)
1400 Queen Ave, SE Albany, Oregon 97322
or Virtual via Microsoft Teams Technologies**

Thursday, August 15, 2024

DRAFT MINUTES

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

Guests: None.

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

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order, Agenda Review, Roll Call	Staff Billy McGregor conducted roll call after the Chair Chris Cerklewski called meeting to order at 9:03am.	The meeting was called to order at 9:03am by the Chair Chris Cerklewski
2. Public Comments	There were no public comments presented to the AAMPO TAC members and guests in attendance.	There were no public comments.
3. Approve minutes of June 20, 2024, (Attachment A) Action: Decision on Minutes	The AAMPO TAC members in attendance agreed to approve the AAMPO TAC Minutes of the June 20, 2024, meeting by consensus. The minutes were approved with no objections or corrections.	The AAMPO TAC members in attendance agreed to approve the AAMPO TAC Minutes of the June 20, 2024, meeting by consensus.
4. Title VI Assurances (Attachment B) Action: Assignment	<p>McGregor introduced attachment B in the meeting agenda packet which covers agenda item number four, Title VI Assurances.</p> <p>Title VI Assurances are a new requirement for pass through funding from the MPO's. The assurances tell ODDOT that if a jurisdiction doesn't maintain their own versions of Title VI programs, they (the jurisdictions) will adopt the ones ODOT has presented.</p> <p>AAMPO Members will need to fill out the attached packet to receive the pass-through funding from the MPOs.</p> <p>McGregor shared with the members how to fill out the Title VI Assurances packet and noted there is no current due date, but to receive the pass-through funding the member jurisdictions will either need to have their own Title VI Assurance Plan or have filled out this document stating they will be following ODOT's.</p>	

<p>5. STIP Staff Adjustment (Attachment C) Action: Informational</p>	<p>This first STIP amendment is one of three for today's meeting. McGregor shared attachment C with the members in attendance. This STIP amendment is a staff adjustment which was approved by AAMPO Staff on project 24-27-1247 which cancels the utility relocation phase for Jefferson's Bridge Project.</p>	
<p>6. STIP Administrative Amendment (Attachment D) Action: Decision on Amendment</p>	<p>Attachment D is the second STIP amendment of three for today's agenda. McGregor shared attachment d in the meeting agenda packet with the members in attendance. This amendment is an administrative amendment and was already approved on the CAMPO side, but still needs AAMPO TAC members approval.</p> <p>This STIP amendment covers project 24-27-1247 which will create the new Cascades West COG Transportation Options project. It will be splitting \$260,121.56 from K23147, \$239,965.75 from K23048, and \$194,691.08 from K23397.</p> <p>CED Director Jaclyn Disney shared background information regarding the departments staffing transitions and the new realignment of projects to staff.</p> <p>McGregor gave a short summary on what the transportation options project does in the AAMPO region for members.</p> <p>For a future meeting staff will be bringing in the project's lead, Ana Duffy, to share a presentation on the Transportation Options project.</p> <p>James Feldmann moved to approve the STIP amendment. Gary Stockhoff seconded. The motion passed unanimously.</p>	<p>James Feldmann moved to approve the STIP amendment. Gary Stockhoff seconded. The motion passed unanimously.</p>
<p>7. STIP Full Amendment (Attachment E) Action: Decision on Amendment</p>	<p>McGregor shared that this is the final STIP amendment for Today's agenda. This is a full amendment meaning after TAC approval it will still need to go to the AAMPO Policy Board for their approval too.</p> <p>McGregor shared attachment E with the TAC members in attendance. Currently this amendment is out for public comment and will remain as soon until after the August AAMPO Policy Board meeting on August</p>	<p>James Feldmann moved to approve the recommendation of this Full amendment with TAC approval to the AAMPO Policy Board. David Watkins seconded the</p>

	<p>28, 2024. Project 24-27-1517 decreases OT by \$301,598 OT to 25. And slips this project to the next federal fiscal year.</p> <p>James Feldmann moved to approve the recommendation of this Full amendment with TAC approval to the AAMPO Policy Board. David Watkins seconded the motion. The motion carried unanimously.</p>	<p>motion. The motion carried unanimously.</p>
<p>8. AAMPO In-Kind Match Report</p> <p>(Attachment F)</p> <p>Action: Information and Discussion</p>	<p>McGregor shared attachment F, which shares information to the TAC members for discussion regarding AAMPO’s in-kind match report.</p> <p>McGregor added that AAMPO files this reports every year to ODOT. This funding relates to AAMPO, CAMPO, and the Linn-Benton Loop.</p>	
<p>9. Jurisdictional Updates/Other Business</p> <ul style="list-style-type: none"> • AAMPO • Albany • Benton County • Jefferson • Linn County • Millersburg • Tangent • ODOT 	<p>AAMPO Updates:</p> <p>McGregor noted that staff shared this Merger Conversation with the Policy Board, and it was requested by Darrin Lane, AAMPO Board Citizen’s Rep, to do an informational roadshow to discuss the merger conversation and pros and cons for all AAMPO members justifications respective council and commission meetings.</p> <p>The presentations will be given throughout September. The approval and disapproval of the merge will sit on the policy board. This will be a good way to share information for this potential merger and will also note for the representatives to be in attendance for when the merger approval item is on the agenda.</p> <p>Jurisdictional Updates:</p> <p><i>Albany:</i> Chris Cerklewski noted that the city is planning to apply for projects with the community path’s grant program. There is an initial deadline coming up for 1st round application process here in September. The goal is to get funding for the Dave Clark path completed. There will also be a grant request for a multi-use path on the Lyon Street bridge, which would extend up to SpringHill and Hickory intersection as well. There will also be grants for doing projects studies and designs as well. One will be at Geary and Queen, and the other at Queen and Pacific Boulevard.</p>	

Benton County: Gary Stockhoff shared that the county is in the process of doing a transfer of jurisdictions with the City of Albany for the Gibson Hill Project. An RFP will be going out next week for Benton Area Transit Services and Self-performing those duties. There have been difficulties in the past, that finding a vendor has been a challenge. There will be a consultant on board to the analysis in October as well. Regarding BAT, a coordinator will be starting tomorrow. They are a Corvallis employee, but they are working on an Intergovernmental agreement to work with both agencies. Benton County is working with James with ODOT for the community path's grant, and the climate friendly equitable communities grant as well.

Jefferson: David Watkins shared that the bridge is coming along nicely. There is only one way through Jefferson which causes problems with I-5 travel and Jefferson will extend 5th street along the north end of Jefferson to help divert traffic off the Mainstreet and 2nd street roads. This is a \$800,000 project. Jefferson is also raising funds to build a welcome to Jefferson and Marion County sign, this will be starting next month.

Linn County: Daineal Malone shared that the county is working on an RFP for Waverly drive bridge, they are administering this project for the City of Millersburg, but there have been difficulties with ODOT on statements of work. The next step is to hire a consultant to do a full-service contract. The county is also hoping to go out for advertisement for the Goldfish Farm bridge project. This is anticipated to be constructed next summer. The Goldfish Farm Road project still has two right of ways that are trying to be acquired and the hope is for construction next summer but will depend on getting those right of ways. This means the project may be pushed off until 2026. All three grants for the Arts project were selected for scoping. This is a big win for Linn County. Scoping will be happening between August and December for those three projects.

Millersburg: There were no members from Millersburg present.

	<p><i>Tangent:</i> There were no members from Tangent present.</p> <p><i>ODOT:</i> James Feldmann shared for ODOT that the Corvallis to Albany path update is being worked on with the scope of work and will be going to the Department of Justice soon. This will hopefully start next fall. Feldmann added he is happy to help with the merger conversations too if staff would like assistance or someone else to attend with them at the council and commission meetings.</p> <p>Other Business: There was no other business shared with the members in attendance.</p>	
10. Adjournment	The next AAMPO TAC Meeting is scheduled for Thursday, September 19, 2024.	The meeting was adjourned at 10:00am by the Chair Chris Cerklewski.



Transportation Options

for the AAMPO Technical Advisory Committee

Grant Period 10/1/24 – 9/30/27 Programs

Get There

Emergency Ride Home

CW Ride

Contact Us

Ana Duffy

Community Outreach Coordinator

aduffy@ocwcog.org

541-924-8430

Get There

Get There is Oregon's free ride matching and trip planning tool that makes it easier than ever to take advantage of transportation options like carpooling, vanpooling, walking biking, and riding transit. You can find walking or biking partners, log trips to be entered to win cool prizes, and calculate just how much money and CO₂ you've saved! It's quick, easy, and secure. Sign up at www.GetThereOregon.org

For information about commuter vanpools in the region visit: www.getthereoregon.org/resources/vanpool/



Emergency Ride Home

If you commute to work by **bike, bus, carpool/vanpool, or walking**, you may be concerned with how to get home quickly in case of an emergency. The *Cascades West Transportation Options Emergency Ride Home (ERH)* program is here to help.

Click [HERE](#) to learn more about this **FREE** program.

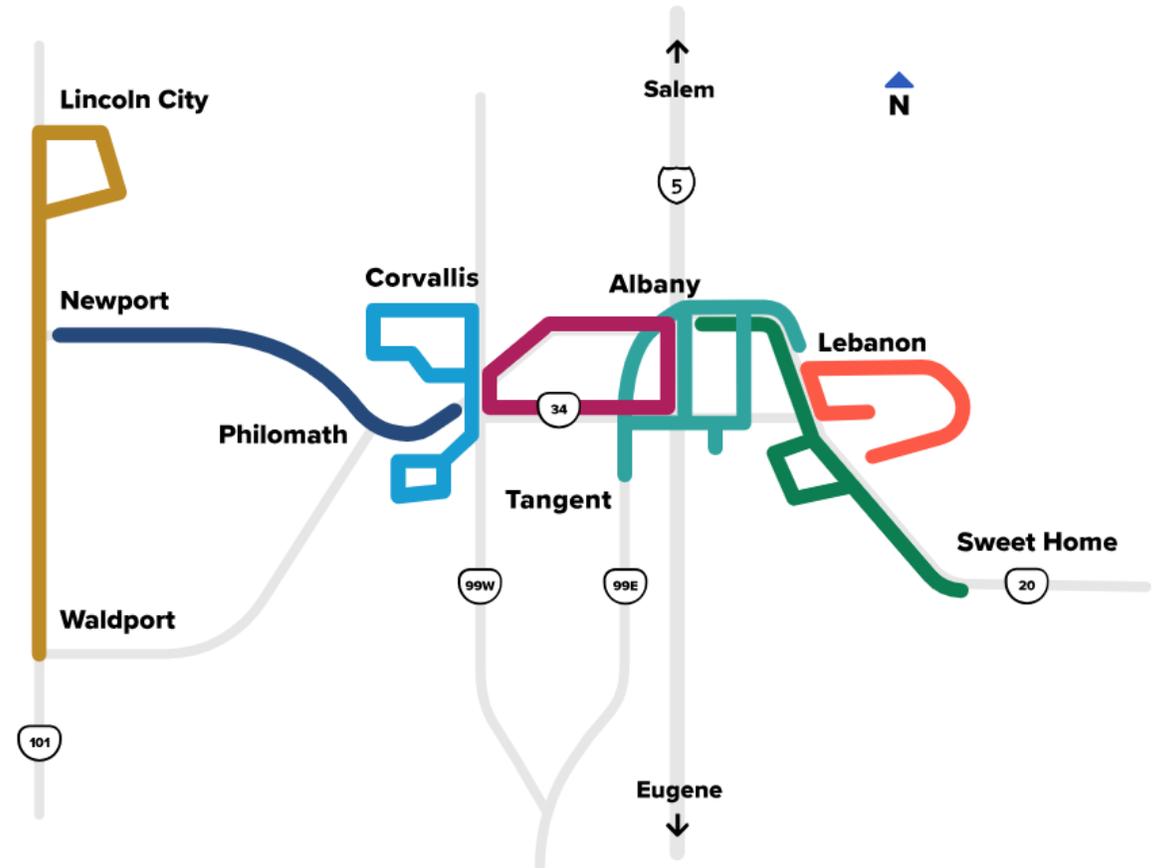
To be eligible for *ERH*, you must:

- Be a member of *Get There Oregon* (anyone can join for free at GetThereOregon.org);
- Work in Linn, Benton, or Lincoln County;
- Commute by bike, bus, carpool, vanpool, or walking on the day you need to use *ERH*.

CWRide.org

Map your trip across the region, track your bus in real time, or get agency information on this easy to use website: [CWRide.org](https://www.cwrideride.org)

CW Ride is a consortium of agencies on a mission to provide a seamless, simple public transit experience across Lincoln, Benton, and Linn counties.



Cascades West Transit & Ride Options

Opportunities

Mobility Hubs boards funding could be secured through the Transportation Options single year pilot program, the Innovative Mobility Projects fund.



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: September 19, 2024
To: AAMPO Technical Advisory Committee
From: Billy McGregor, AAMPO Staff
Re: Statewide Transportation Improvement Program (STIP) Revisions

Action Requested

Decision by Technical Advisory Committee regarding Adjustment to project .

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.

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



STIP Revisions

Row	Revision Type/Amendment	Project Key Number/s & Name/s	Project Description	Revision Information/Amendment Detail
1	Adjustment 24-27-1688	20934 FY20 ATS operations	FY20 Albany Transit System operations. AAMPO 5307	Slip the 'Other' phase to begin in FFY25.
2	Adjustment 24-27-1689	20940 FY20 ATS preventative maintenance	Regular maintenance and repair for ATS buses to ensure vehicle reliability, longevity and passenger safety.	Slip the 'Other' phase to begin in FFY25.
3	Adjustment 24-27-1690	20942 FY20 ATS ADA paratransit	Operation reimbursement for Albany Transit System paratransit.	Slip the 'Other' phase to begin in FFY25.
4	Adjustment 24-27-1691	20943 FY20 first 20% ATS ADA paratransit operating funds	City of Albany transit project for ADA paratransit operating costs.	Slip the 'Other' phase to begin in FFY25.
5	Adjustment 24-27-1692	20948 FY20 ATS capital	Purchase capital equipment for ATS	Slip the 'Other' phase to begin in FFY25.

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



6	Adjustment 24-27-1693	20949 FY20 ATS ADA paratransit preventative maint	FY20 Albany Transit System ADA Paratransit Preventative Maintenance	Slip the 'Other' phase to begin in FFY25.
7	Adjustment 24-27-1706	20956 FY21 loop operations (AAMPO)	Albany Area MPO (5307) funds for loop operations projects to improve traffic flow.	Slip the 'Other' phase to begin in FFY25.
8	Adjustment 24-27-1707	20957 FY21 Loop Preventative Maintenance (AAMPO)	Funds (5307) for loop operations projects to improve traffic flow.	Slip the 'Other' phase to begin in FFY25.
9	Adjustment 24-27-1708	20960 FY21 ATS ADA Paratransit	Funds for Albany Transit System ADA paratransit operations to promote alternative forms of transportation	Slip the 'Other' phase to begin in FFY25.
10	Adjustment 24-27-1709	20962 FY21 ATS Capital	Funds for Albany Transit System to purchase capital equipment to promote alternative forms of transportation.	Slip the 'Other' phase to begin in FFY25.
11	Adjustment 24-27-1710	20963 FY21 ATS ADA Paratransit Preventative Maintenance	Funds for Albany Transit System preventative maintenance to extend the useful life of current facilities.	Slip the 'Other' phase to begin in FFY25.

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



12	Adjustment 24-27-1711	20968 FY21 ATS 1% for safety improvements	Albany Transit System funds used to improve safety.	Slip the 'Other' phase to begin in FFY25.
13	Adjustment 24-27-1712	22215 FY22 Linn-Benton Loop Capital Project - set aside (AAMPO)	FY22 Albany Area MPO (5307) pool funds set aside for Linn-Benton Loop transit to improve traffic flow. Projects to be determined at later date through approval of Loop Policy board.	Slip the 'Other' phase to begin in FFY25.
14	Adjustment 24-27-1713	22216 FY22 Loop Preventative Maintenance (AAMPO)	Funds (5307) for loop operations projects to improve traffic flow.	Slip the 'Other' phase to begin in FFY25.
15	Adjustment 24-27-1714	22219 FY23 Linn-Benton Loop Capital Project - set aside (AAMPO)	FY23 Albany Area MPO (5307) pool funds set aside for Linn-Benton Loop transit to improve traffic flow. Projects to be determined at later date through approval of Loop Policy Board.	Slip the 'Other' phase to begin in FFY25.
16	Adjustment 24-27-1715	22220 FY23 Loop Preventative Maintenance (AAMPO)	Funds (5307) for loop operations projects to improve traffic flow.	Slip the 'Other' phase to begin in FFY25.
17	Adjustment 24-27-1716	22226	Capital set aside for facility engineering, design, and construction	Slip the 'Other' phase to begin in FFY25.

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



		Bus Barn Capital - Set aside	of a bus barn to ensure continued and improved service.	
18	Adjustment 24-27-1717	22235 FY22 Paratransit Capital Van 3 Replacement	Funds (5307) used for paratransit van replacement that will maintain current service and improve safety.	Slip the 'Other' phase to begin in FFY25.
19	Adjustment 24-27-1718	22241 FY23 Paratransit Capital Van 4 Replacement FY24	Funds (5307) used for paratransit van replacement that will maintain current service and improve safety.	Slip the 'Other' phase to begin in FFY25.
20	Adjustment 24-27-1719	22251 FY24 Paratransit Capital 1/2 Para Bus	5307 funds used for paratransit van replacement that will maintain current service and improve safety.	Slip the 'Other' phase to begin in FFY25.
21	Adjustment 24-27-1720	22234 FY22 ATS Capital Bus Replacement in FY24	Funds (5307) used for bus replacement that will maintain current service and improve safety.	Slip the 'Other' phase to begin in FFY25.
22	Adjustment 24-27-1721	22234 FY23 ATS/PT Operations	Funds (5307) used to operate Albany Transit System and paratransit for access to health, employment, shopping, and recreation for the community.	Slip the 'Other' phase to begin in FFY25.

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



23	Adjustment 24-27-1731	23194 ATS Paratransit 50/50 Operations FFY24 (5307)	Funds (5307) used to operate Albany Transit System and paratransit for access to health, employment, shopping, and recreation for the community.	Slip the 'Other' phase to begin in FFY25.
24	Adjustment 24-27-1732	23195 ATS Preventative Maintenance FFY24 (5307)	Funds (5307) used for regular maintenance and repair of ATS buses to ensure vehicle reliability, longevity, and passenger safety.	Slip the 'Other' phase to begin in FFY25.
25	Adjustment 24-27-1733	23196 ATS 1% for safety improvements FFY24 (5307)	Funds (5307) used to improve safety.	Slip the 'Other' phase to begin in FFY25.
26	Adjustment 24-27-1734	23197 ATS first 20% ADA paratransit operating funds FFY24 (5307)	Funds (5307) used for ADA complimentary paratransit service for equal access for seniors and disabled throughout the community.	Slip the 'Other' phase to begin in FFY25.
27	Adjustment 24-27-1735	23198 ATS paratransit capital set aside FFY24 (5307)	Funds for Albany Transit System to purchase capital equipment to promote alternative forms of transportation.	Slip the 'Other' phase to begin in FFY25.
28	Adjustment	22651	Enhanced mobility small urban program funding to improve	Slip the 'Other' phase to begin in FFY25.

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



	24-27-1847	Enhanced Mobility Program (5310) Linn Co FFY20	transportation services to the special needs, seniors, and other transit-dependent populations in rural areas.	
29	Adjustment 24-27-1722	22237 FY23 ATS/PT Preventative Maintenance	Funds (5307) used for regular maintenance and repair of ATS buses to ensure vehicle reliability, longevity, and passenger safety.	Slip the 'Other' phase to begin in FFY25.
30	Adjustment 24-27-1723	22238 FY23 ATS 1% for Safety Improvements	Funds (5307) used to improve safety.	Slip the 'Other' phase to begin in FFY25.
31	Adjustment 24-27-1724	22239 FY23 First 20% ATS ADA Paratransit Operations	Funds (5307) used for ADA complimentary paratransit service for equal access for seniors and disabled throughout the community.	Slip the 'Other' phase to begin in FFY25.
32	Adjustment 24-27-1725	22240 FY23 ATS Capital Bus Replacement in FY24	Funds (5307) used for bus replacement that will maintain current service and improve safety.	Slip the 'Other' phase to begin in FFY25.
31	Adjustment 24-27-1726	22250 FY24 ATS Capital Replace Eldorado in FY24	5307 funds used for bus replacement that will maintain current service and improve safety.	Slip the 'Other' phase to begin in FFY25.

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: September 19, 2024
To: AAMPO Technical Advisory Committee
From: Billy McGregor, AAMPO Staff
Re: Statewide Transportation Improvement Program (STIP) Revisions

Action Requested

Decision by Technical Advisory Committee regarding Full Amendment to project 21980.

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

Row	Revision Type/Amendment	Project Key Number/s & Name/s	Project Description	Revision Information/Amendment Detail
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

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: September 19, 2024
To: AAMPO Technical Advisory Committee
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.

<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
Total	\$ 8,179.23
FY24 IN-KIND TOTAL:	\$ 8,179.23
FY24 IN-KIND MATCH REQUIRED	\$ 6,312.00

Figure 1. FY24 Reporting Breakdown

Action

AAMPO has an excess of required match for FY25 due to a savings balance carryover from previous fiscal years.

Work with ODOT to determine a more fixed 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 TAC meetings. What would this productively look like for members? What material can be usefully covered?

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



STIP Details

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

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

Figure 2. 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
			Totals	\$358,039.85

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

Figure 3. From STIP, AAMPO FY25 Budget

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

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

Figure 4. From STIP, AAMPO FY26 Budget (est.)

Additional Details

In FY25 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
Albany Area Total	326,783.69	19,354.56	17,570.18	363,708.44

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



FY23 Details

During FY23 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 ATS as their match portion for the awarded grant.

There were also unspent funds that have been redistributed by ODOT back into the AAMPO FY25 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)	
			Totals	\$368,980.25

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

Figure 5. 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 6. From Final Match Report FY23