

US 97 Parkway Plan Phase 1 and Phase 2 - Project Charter

August 21, 2017 Final

Project Overview

This planning effort will identify geometric, operational, management and safety strategies that can be implemented to improve the future performance of US 97 in Bend between Deschutes Market Road and Baker Road. Due to the volume of data to be gathered and analyzed, the planning effort will be phased:

- The **first phase** will address Project chartering, developing goals and objectives and understanding existing conditions.
- The **second phase** will analyze corridor transportation needs over the next 20 years, will establish a vision for the facility, will address multimodal analysis, system management and operational strategies, and will seek to identify, evaluate, and prioritize strategies that improve mobility, reliability, and safety. It will also establish an implementation plan.

The Oregon Department of Transportation (ODOT) is sponsoring this project in coordination with the City of Bend and the Bend Metropolitan Planning Organization (BMPO). The results of the overall planning effort (Phase 1 and Phase 2) will become a part of the 2019 BMPO Metropolitan Transportation Plan, but will also inform, and be informed by, related regional planning efforts, such as the City of Bend Transportation System Plan.

Background

In 2014, the BMPO completed an update to the regional long range transportation plan. This Metropolitan Transportation Plan update identified future traffic congestion on US 97 through Bend and predicts that US 97 is unlikely to meet mobility targets in the future.

US 97 is heavily used and serves a significant volume of freight, state-wide, regional, local and recreational traffic within the Bend MPO as well as through Central Oregon. Adding traditional lane capacity to the road in the future is unlikely due to financial and physical constraints.

While the US 97 North Corridor Study identified a plan for the section of US 97 north of US 20, and the South Parkway Refinement Plan identified a plan for the southernmost section of US 97 in Bend, the remainder of the facility through the MPO area has not had a detailed assessment of possible solutions and strategies. Additionally, the projects identified for the north and south sections of the Parkway do not have dedicated funding and may not be constructed in the near or mid-term. As such, ODOT, the MPO and their partner agencies prioritized moving forward with a more refined and focused look at US 97 through the Bend urban area.

Project Goals and Objectives

A set of Goals and Objectives will be used to develop specific criteria and metrics for evaluating potential project outcomes. The current list of Goals and Objectives are listed in Appendix A.

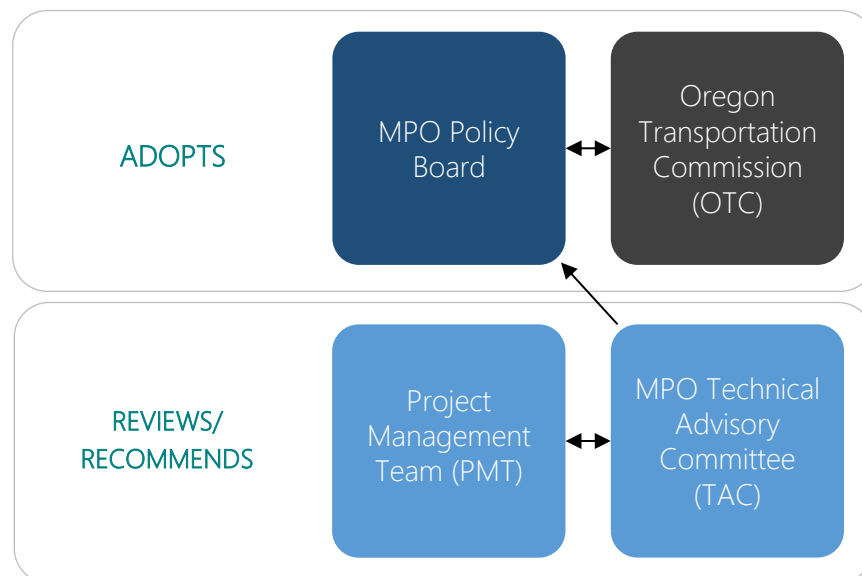
Project Partners

The project will be overseen by a **Project Management Team (PMT)** that includes the sponsoring agency (ODOT), the BMPO, the City of Bend, and the project consultant team.

The PMT will use the existing BMPO **Technical Advisory Committee (TAC)** and **Policy Board** as committees throughout both phases of the Project. These committees are intended to represent a range of community and agency interests related to the project. The BMPO TAC (the TAC) will be charged with reviewing project materials for technical accuracy, providing feedback to the PMT, and recommending policy actions to the BMPO Policy Board (the Policy Board). The Policy Board will ultimately be responsible for decision-making guidance on project outcomes and for making any applicable adoptions to the MTP.

The **Oregon Transportation Commission (OTC)** will adopt the final US 97 Parkway Facility Plan as a component of the Oregon Highway Plan. Adoption by the OTC will establish policies and priorities for the corridor that guide management of the facility by (ODOT) and local governments. The BMPO Policy Board will also adopt the facility plan as a component of the Metropolitan Transportation Plan (MTP). The plan will establish MTP policy and project priorities.

Decision Structure



Committee Membership, Roles, and Responsibilities

Project Management Team (PMT)

Membership currently includes:

- Teresa Brasfield, ODOT Environmental
- Jim Bryant, ODOT Planning
- Tyler Deke, Bend MPO
- Brian Dunn, ODOT Transportation Analysis Unit (TPAU)
- Jackson Lester, Cascades East Transit
- Robin Lewis, City of Bend
- Joel McCarroll, ODOT Traffic
- Amy Pfeiffer, Pfeiffer ODOT Region 4 Planning Manager
- Jim Scholtes, ODOT District 10
- Peter Schuytema, ODOT TPAU
- Rick Williams, ODOT Project Manager

The Project Management Team is responsible for day-to-day project coordination and guidance.

BMPO Policy Board

Membership currently includes:

- William Moseley, Chair, City of Bend
- Gary Farnsworth, Vice-Chair, ODOT
- Anthony DeBone, Deschutes County
- Barb Campbell, City of Bend
- Sally Russell, City of Bend

Decision Making (BMPO Policy Board): The BMPO Policy Board is ultimately responsible for making final project decisions and recommendations. As such, it will adopt this Charter.

BMPO Policy Board actions may not be conducted without a quorum of the voting members. A quorum consists of the representatives from the Oregon Department of Transportation, and Deschutes County, and two of the three City of Bend representatives. Approval by a simple majority of the voting members will constitute passage of any action.

At their discretion, the BMPO Policy Board may appoint non-voting members that represent alternate travel modes, the business community, freight community, or other interests deemed appropriate. Non-voting members can participate in all discussions and deliberations of the Policy Board. Non-voting members shall have no vote and shall not make or second motions.

BMPO Technical Advisory Committee (TAC)

Membership currently includes:

- Karen Friend, Central Oregon Intergovernmental Council (COIC)
- Michel Bayard, Citizen Representative
- Casey Bergh, Oregon State University Cascades
- Ned Conroy, Federal Transit Administration*
- Scott Edelman, Oregon Department of Land Conservation and Development*
- Jackson Lester, Cascades East Transit (CET)
- Quinn Keever, Bend Park and Recreation District
- Robin Lewis, City of Bend
- Jeff Monson, Commute Options
- David Ocampo, Bend La Pine Schools*
- Amy Pfeiffer, ODOT Region 4
- Rick Root, Deschutes County Bicycle & Pedestrian Advisory Committee (BPAC)
- Peter Russell, Deschutes County
- Karen Swirsky, City of Bend
- Rachel Tupica, Federal Highway Administration*
- Joe Viola, Central Oregon Community College (COCC)
- Robin Vora, Citizen Representative

* non-voting members

For the purposes of the US 97 Parkway project, additional representatives may be required and granted voting privileges. The BMPO Policy Board may also appoint non-voting members to the TAC that represent alternate travel modes, the business community, freight community, or other interests deemed appropriate. Potential additional TAC members could include:

- City of Bend Police (Phase 2)
- Deschutes County Sherriff's Office (Phase 2)
- City of Bend Fire/Ambulance (Phase 2)
- ODOT Region 4 (*David Amiton*)
- Freight industry (Phase 2)
- Downtown Business Association (Phase 2)

Decision Making (BMPO TAC): The BMPO TAC is primarily charged with providing review and recommendations to the BMPO Policy Board. A quorum shall consist of a majority of voting members. Upon declaration that a quorum exists, a majority of votes from voting members in attendance at the meeting shall constitute a formal decision or recommendation from the committee. It is to the discretion of the BMPO TAC Chairperson to determine if email or phone correspondence will be considered as attendance and therefore count toward the number for a quorum. Non-voting

members can participate in all discussions and deliberations of the BMPO TAC. Non-voting members shall have no vote and shall not make or second motions.

Anticipated Meeting Schedule

Four, two-hour meetings of the BMPO TAC and BMPO Policy Board are currently planned under Phase I. Meetings will be convened adjacent to standing BMPO TAC and Policy Board meetings. Additional meetings will be scheduled as needed for Phase II.

Tentative meeting dates and preliminary discussion topics include:

1. **Technical Advisory Committee #1** – April 5, 2017
Staff provides project overview, summary of stakeholder interviews and summary of existing plans; TAC reviews and provides feedback on project charter, draft Goals and Objectives.
2. **Policy Board Meeting #1** – April 20, 2017
Staff provides project overview, summary of stakeholder interviews and summary of existing plans; Policy Board reviews and approves project charter, draft Goals and Objectives.
3. **Technical Advisory Committee #2** – August 2017
Staff provide project updates, existing conditions findings, and overview of next steps (Phase II); TAC provides review and feedback on findings.
4. **Policy Board Meeting #2** – August 2017
Staff provide project updates, existing conditions findings, and overview of next steps (Phase II); Policy Board provides approval of findings.

Committee Expectations and Ground Rules

All committee meetings will be held in Bend. The Bend MPO staff will arrange all TAC and Policy Board meetings, provide all meeting logistics (including final meeting agendas) and develop summaries that document the key points of each discussion. The PMT will work to make meeting agendas and project materials available for committee member review at least one week prior to each meeting.

A facilitator will be provided to help plan and moderate meetings and to help ensure that meetings are productive. The facilitator will manage meeting time and enforce committee ground rules, provide opportunities for each committee members to provide input, and work with the committees to reach consensus. If meetings begin to run long, it may be necessary to conduct time checks to determine if any topics need a follow-up meeting or whether members are willing to stay longer to complete a discussion or decision topic.

Committee members are expected to participate in all scheduled meetings. Members representing interest groups and agencies should be well informed on their group's perspectives, needs, issues and processes. Members are expected to support the outreach and involvement program by reporting back to their constituencies and being prepared to comment on their behalf at meetings.

Members and Project Staff agree to:

- a. **Treat each other and guests with respect;**
- b. **Listen carefully**, seeking to understand each other;
- c. **Raise issues honestly**, clearly and early in the process;
- d. **Focus on the subject at hand** and help the group stick to the agenda;
- e. **Discuss topics constructively** with the aim of solving problems;
- f. **Seek to find unity** and common ground;
- g. **Share the air** by allowing others to finish completely before speaking, and pausing to let others speak before speaking again;
- h. **Minimize distractions during meetings** by putting cell phones on silent mode and avoiding side conversations;

In addition, committee members agree to:

- a. **Review any materials from missed meetings** and follow-up with questions or for a more in-depth briefing;
- b. **Represent personal views but not speak for the committee as a whole** when engaged in other forums, including contacts with the news media or other stakeholders;
- c. **Refer public and media inquiries about the project** to the ODOT Project Manager;
- d. **Raise any concerns about process** to help future meetings and activities work more effectively, and
- e. **Strive for consensus** with the understanding that recommendations are strengthened by high levels of agreement. Committee decisions and recommendations will be understood to be the preferred choice by the committee even if it may not match each individual member's personal preference.

Public Involvement Opportunities

Early in Phase I, stakeholder interviews with neighborhood groups, businesses, and community organizations will provide the basis for a summary of input on how the Project Team should approach its analysis of existing conditions. Meetings of the BMPO TAC and Policy Board will be advertised via MPO-managed email lists, on the BMPO calendar and will be open to the public. There will be opportunities for public comment prior to meetings of the BMPO Policy Board.

In Phase II, the findings from Phase I will be shared with the public and feedback will be sought on proposed solutions. Meetings of the TAC and Policy Board will continue and will be advertised and open to the public. Additional outreach tools may include: formation and regular meetings of the CAC, discussed above; public presentations to community groups; a project website; project newsletters and mailers; public open houses or workshops; and online open houses. If needed, the BMPO Policy board may establish a separate community advisory group for the purpose of providing project and process feedback. Suggested membership may include representatives from neighborhood associations; the Chamber of Commerce and local business groups; economic

development groups; transportation advocacy groups; the freight industry; and advocates for local tourism.

Acceptance of This Charter

This charter shall be reviewed by the Project Management Team and presented to the TAC and Policy Board at their first meetings for review. The BMPO Policy Board will be responsible for approving this document during Phase 1 and updating as needed throughout the project..



William Moseley
BMPO Policy Board Chair (City of Bend)



Anthony DeBone
BMPO Policy Board (Deschutes County)



Gary Farnsworth
BMPO Policy Board Vice-Chair (ODOT)



Barb Campbell
BMPO Policy Board (City of Bend)



Sally Russell
BMPO Policy Board (City of Bend)