

Agenda



BMPO Policy Board

March 15, 2024

Hybrid Meeting

Location

ODOT Region 4, Building M, Baney Conference Room

63055 N. Highway 97, Bend, Oregon

(From the DMV entrance on Mervin Sampels Road, Building M is straight ahead.)

Zoom webinar link: <https://bendoregon-gov.zoom.us/j/82614051403?pwd=VWlZa25FdCtuTlNzdXVnbzZsb3JrQT09>

Webinar ID: 826 1405 1403

Passcode: bmpo

Phone: 1-888-788-0099

YouTube livestream: <https://youtube.com/live/8riPozi5J8k?feature=share>

12:00 p.m. Policy Board Meeting

Start Time	Item	Information	Presenters
12:00	1. Call to Order & Introductions		Chair Campbell
12:05	2. Hybrid Meeting Guidelines		Tyler Deke
12:06	3. Public Comment		Chair Campbell
12:08	4. Meeting Minutes	<u>Attachments</u> Attachment A: February 16, 2024, Policy Board draft meeting minutes.	Chair Campbell

		<p><u>Action Requested</u> Review and approve the February 16, 2024, Policy Board meeting minutes.</p> <p>Recommended Language for motion: <i>I move approval of the February 16, 2024, Policy Board draft meeting minutes as presented.</i></p>	
12:10	<p>5. Metropolitan Transportation Improvement Program (MTIP) Amendments</p>	<p><u>Background</u> Three amendments are proposed to the 2024-2027 MTIP. The amendments include funding for bus purchases and construction funding for culvert replacements on the US20 corridor.</p> <p>The amendments were noticed on the bendoregon.gov website and through email notification to the MPO email lists and news media. Any comments received will be discussed at the Board meeting.</p> <p><u>Attachments</u> Attachment B: Public notice, which includes a summary of the proposed amendments.</p> <p>Attachment C: Public comment record.</p> <p><u>Action Requested</u> Review and consider approval of the proposed amendments.</p> <p>Recommended Language for Motion: <i>I move approval of the proposed amendments to the 2024-2027 MTIP as presented.</i></p>	MPO Staff
12:20	<p>6. Committee Stipend Policy Adoption</p>	<p><u>Background</u> Some governmental entities, including the City of Bend and ODOT, offer a stipend program for some committee members. The intent is to expand opportunities for community members to participate and reduce barriers to engagement. If approved, the policy will provide a stipend to members of permanent MPO committees. The stipend would cover assumed costs of volunteering on an advisory group such as travel, parking, and other expenses.</p>	MPO Staff

		<p><u>Attachments</u> Attachment D: Draft Committee Stipend Policy</p> <p><u>Action Requested</u> Review and consider adoption of the Committee Stipend Policy.</p> <p>Recommended Language for Motion: <i>I move approval of the Committee Stipend Policy as presented.</i></p>	
12:30	<p>7. 2023-2025 Unified Planning Work Program (UPWP) – Proposed Amendments</p>	<p><u>Background</u> The Unified Planning Work Program (UPWP) outlines all planning activities to be undertaken in the BMPO area each fiscal year. The current UPWP covers two fiscal years (2023-2024 and 2024-2025) and needs to be updated to reflect updated work priorities and available funding. Staff will review the proposed changes.</p> <p><u>Attachments</u> None. The draft UPWP will be posted on the following site prior to the meeting: https://www.bendoregon.gov/government/departments/bend-metro-planning-organization/plans-and-programs/work-plan-budget</p> <p><u>Action Requested</u> Provide input on proposed amendments. The Policy Board will be asked to adopt the proposed changes at its April meeting.</p>	MPO Staff
12:50	<p>8. Annual Obligation Report (2023)</p>	<p><u>Background</u> The Bend MPO is required to publish an “Annual Obligation Report”. The report includes all projects and programs for which federal transportation funds were obligated in the prior Federal Fiscal Year for the Bend MPO area.</p> <p><u>Attachments</u> None. The 2023 Annual Obligation Report is available at the following link: https://www.bendoregon.gov/home/showpublisheddocument/57893/638404105735630000</p>	MPO staff

		<p><u>Action Requested</u> None. Information item.</p>	
1:05	9. Connect Bend	<p><u>Background</u> Connect Bend is a community group seeking construction of a bicycle and pedestrian bridge across the Deschutes River near the Bend’s southern UGB. Representatives from Connect Bend will provide an overview of their work and advocacy.</p> <p><u>Attachments</u> None. Information about Connect Bend is available on the following site: https://www.connect-bend.org/</p> <p><u>Action Requested</u> None. Information item.</p>	Royce Kallerud, Connect Bend
1:20	10. Other Business	<p>Time for Policy Board members to provide updates on current projects and planning efforts and request future meeting topics.</p> <ul style="list-style-type: none"> • Policy Board member agenda item requests • The next meeting of the BMPO Policy Board is scheduled for April 19, 2024, at 12:00 p.m. 	Chair Campbell & Staff
1:25	11. Public Comment		Chair Campbell
1:30	12. Adjourn		Chair Campbell



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BMPO Bend Metropolitan
Planning Organization

Meeting Minutes

BMPO Policy Board

Location: Baney Conference Room, Building M, ODOT Region 4
63055 N. Highway 97, Bend, Oregon

Date: February 16, 2024

Time: 12:00 p.m.

In Attendance

Policy Board Members/Alternates

Chair Barb Campbell, Bend City Councilor

Chris Doty (*alternate* for Vice-Chair Phil Chang, Deschutes County Commissioner)

Ariel "Ari" Mendez, Bend City Councilor

Bob Townsend, Oregon Department of Transportation (ODOT) Region 4 Area Manager

BMPO Staff and Other Attendees

Tyler Deke, BMPO Manager

Kelli Kennedy, BMPO Staff

Kymala Lutz, City of Bend

Samantha Nelson, City of Bend

Don Morehouse, ODOT

John Bosket, DKS Associates

Greg Bryant, resident

James Dorofi, resident

Agenda Items

1. Call to Order and Introductions

Chair Campbell called the regular meeting to order at 12:04 p.m., with a quorum established.

2. Hybrid Meeting Guidelines

Mr. Deke reviewed the meeting guidelines.

3. Public Comment

None.

4. Elect Chair and Vice Chair

Chair Campbell opened the floor for nominations.

Motion 1: Councilor Mendez moved to appoint Councilor Barb Campbell to serve as Chair and Commissioner Phil Chang to serve as Vice Chair of the Policy Board for 2024. Bob Townsend seconded the motion.

Chair Campbell spoke about how the officers of this organization usually were elected.

The motion passed unanimously.

5. Meeting Minutes

Materials referenced: January 19, 2024, Policy Board draft meeting minutes (Attachment A in agenda packet)

Motion 2: Councilor Mendez moved to approve the January 19, 2024, Policy Board draft meeting minutes as presented. Chris Doty seconded the motion which passed unanimously.

6. Annual Financial Report Presentation (FY23)

Materials referenced: A link to the report was included in the agenda packet.

Accounting and Financial Reporting Manager Kymala Lutz provided an overview of the MPO's annual financial audit for the fiscal year ending June 30, 2023 (FY23), noting that an unmodified/clean opinion was issued and the compliance report results returned no non-compliance or material weaknesses. The MPO's assets at year-end were described and it was noted that going forward the MPO would continue to have a positive net position.

Motion 3: Councilor Mendez moved to accept the Fiscal Year 2023 BMPO Annual Financial Report. Bob Townsend seconded the motion which passed unanimously.

7. Appoint Resident to TAC and Budget Committee

Chair Campbell and Councilor Mendez provided an update on the applications that were received and reviewed. The decision process was briefly described and Councilor Mendez recommended James Dorofi for the appointment.

Motion 4: Councilor Mendez moved to appoint James Dorofi to serve three-year terms on the Budget Committee and Technical Advisory Committee. Chris Doty seconded the motion which passed unanimously.

8. US97/Baker Road Interchange Area Management Plan (IAMP)

Materials referenced: A link to the website with project information and documents was provided in the agenda packet.

Don Morehouse introduced the US97/Baker Road IAMP and requested that it be included in the updated Metropolitan Transportation Plan.

John Bosket provided additional background as well as an overview, status update, and next steps. Alternatives were described, including the preferred alternative which was the lowest cost option. Phasing recommendations were presented, and newer parts since the last Policy Board update were called out and described.

Clarification was provided regarding how Community Advisory Committee members were selected. The purpose of the technology linking the traffic signals to the railroad crossing signal was explained. Lane width was discussed, with standards and some associated research related to speed and safety potential noted along with potential for further consideration. Questions around land use considerations, safety considerations, the multi-use trail, and the timeline of the plan were also addressed.

9. Other Business

Policy Board member agenda item requests: Councilor Mendez asked if there would be opportunity to follow up with consultants on the Metropolitan Transportation Plan regarding balancing capital projects with paying more attention to some of the programs, incentives, and transit plans. It was noted that this, along with operations and maintenance costs were being reviewed.

Chair Campbell provided a reminder that members can call or email her or Mr. Deke with agenda item requests.

TAC Stipend Policy: Mr. Deke provided a brief update and announced plans for Staff to bring a draft stipend policy to the next meeting for Board a full discussion and consideration.

The next scheduled meeting of the Policy Board is March 15, 2024, at 12:00 pm.

10. Public Comment

None.

11. Adjournment

Chair Campbell adjourned the meeting at 1:15 p.m.



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News from the City of Bend

Bend MPO Transportation Project Amendments - Public Comment Period

Post Date: 02/15/2024 8:00 AM

News Release

For Immediate Release

February 15, 2024

BMPO Notice of Metropolitan Transportation Improvement Program (MTIP) Amendment

21-Day Public Comment Period Open Until March 7, 2024

The [Bend Metropolitan Planning Organization \(MPO\) Policy Board](#) will consider approval of three amendments to the MTIP at their next meeting, on March 15, 2024, at 12:00 p.m. Public comments can be submitted via email for the next three weeks to kkennedy@bendoregon.gov, or during Public Comment at the hybrid (in-person/online) Bend MPO Policy Board meeting.

In-person meeting information, including a Zoom link to attend online, will be posted to the [Bend MPO Policy Board webpage](#) one week prior to the meeting date.

Summary of Amendment

PROJECT KEY NUMBER	PROJECT NAME & DESCRIPTION	PROPOSED PROJECT TOTAL	CHANGES
23607	Low or No Emissions Vehicle Purchases (COIC). Purchase vehicles and related equipment, including technological changes or	\$226,100	Add new transit project.

PROJECT KEY NUMBER	PROJECT NAME & DESCRIPTION	PROPOSED PROJECT TOTAL	CHANGES
	innovations to modify low or no-emissions vehicles or facilities.		
23592	Bus & Bus Facilities (SM urban COIC FFY21). Purchase buses for public transit in small urban areas.	\$461,208	Add new transit project.
21756	US20: Central Oregon Hwy Culverts Corridor. Design, right of way acquisition, and utility relocation for a future culvert replacement and repair addressing 12 poor and critical culverts to provide functioning culverts on US20 in the future.	\$1,412,916	Add construction phase to project for federal fiscal year 2024 with \$1M in Fix-it SW Culvert funds.

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2024-27 MTIP Amendments - Public Comment Record

Updated: 3/8/2024

21-Day Public Comment Period*		Policy Board Review
2/15/2024	3/7/2024	3/15/2024
(open)	(close)	*News Release posted online.

Date Rec'd	Method (email, mtg)	Name (Last, First)	Comment	Project Key Number(s)	Date of MPO Response	MPO Response	Method (email, mtg)	Action
2/20/2024	Email	Vora, Robin	With respect to the BMPO Notice of Metropolitan Transportation Improvement Program (MTIP) Amendment, I suggest looking into replacing some culverts with wildlife underpasses on Highway 20.	21756	2/21/2024	Your comment has been received and will be passed on to MPO Policy Board members. Thank you!	Email	Include in PB agenda and presentation for MTIP approval.

Bend Metropolitan Planning Organization

Committee Stipend Policy

OVERVIEW

The Bend Metropolitan Planning Organization (BMPO) is charged by the federal government with maintaining and conducting continuing, comprehensive, and cooperative transportation planning processes. Community participation and feedback is integral to such processes.

One of the most significant barriers to community engagement is unpaid time for participation activities. The BMPO believes that providing citizen members of the Technical Advisory Committee (TAC) and other eligible BMPO committees or work groups with the option to enroll in a BMPO Stipend Program will help reduce economic barriers and expand opportunities for more diverse community participation.

Pursuant to [ORS 294.905](#), members of the BMPO Budget Committee shall receive no compensation for their services as members of such committee.

PURPOSE

The purpose of the BMPO Stipend Program is to reduce economic barriers to participation and expand opportunities for more members of the community to be involved in transportation planning processes. The inclusion of more diverse community member perspectives will support better-informed decision-making in transportation planning.

SCOPE AND ELIGIBILITY

This policy allows a stipend of \$40 to be paid for each scheduled committee meeting attended, not to exceed \$500 per calendar year per eligible person. This annual limit applies to member services across eligible BMPO committees as well as City of Bend committees. The stipend helps cover assumed costs of volunteering, such as travel, parking, stable internet connection, and other expenses.

Permanent, citizen members of eligible BMPO committees/the BMPO TAC are eligible to enroll in the BMPO Stipend Program provided they are not:

- Already being paid by another organization or company for their member time and/or services.
- An employee of the City of Bend.

GENERAL PROCEDURES

Enrollment

Citizen members will be contacted by BMPO staff within two weeks after being appointed to an eligible BMPO committee. Staff will provide the member with program and enrollment information.

Enrollment in the program is optional, and eligible participants may opt in or out at any time during their term of service. To enroll, eligible members must complete the required enrollment form and submit it to BMPO staff. If an eligible member does not submit an enrollment form, it will be assumed they have declined enrollment until further notice.

Typically, a member's enrollment in the program is considered effective on the date they submit a completed enrollment form to the BMPO office. However, a retroactive enrollment date may be allowed for up to 60 days prior to form submittal date provided the following criteria are met:

- The member met all other eligibility requirements beginning on the effective date.
- The effective date and form submittal date within the same fiscal quarterⁱ.

Method of Payment

Stipends will be paid in the form of pre-paid debit cards, which will be mailed to eligible recipients within 5-10 business days after each scheduled meeting the member has attended. To reduce hardship, participants may request to receive stipend payments in-person on the day of the scheduled meeting. Such requests need to be submitted to BMPO Staff at least 3-7 business days prior to the meeting date to which the request applies.

Responsibility

BMPO staff will work with City staff to coordinate the timely completion of tasks associated with implementation and maintenance of the BMPO Stipend Program. This includes purchasing, storing, and issuing the pre-paid debit cards as well as ongoing tracking, budgeting, and invoicing.

ⁱ The fiscal quarters run from July 1 to September 30, October 1 to December 31, January 1 to March 31, and April 1 to June 30.