

Agenda

BMPO Policy Board



May 16, 2025
Hybrid Meeting

Location

Baney Conference Room (ODOT Region 4 Headquarters, Building M)
63055 N. Highway 97, Bend, Oregon

Zoom webinar

Webinar ID: 814 3504 1468
Passcode: bmpo
Phone: 1-888-788-0099

YouTube livestream

12:00 p.m. Policy Board Meeting

Start Time	Item	Information	Presenters
12:00	1. Call to Order & Introductions		Chair Méndez
12:04	2. Hybrid Meeting Guidelines		Tyler Deke, BMPO
12:06	3. Public Comment		Chair
12:10	4. Meeting Minutes	Attachments/Links Attachment A: Budget Committee draft meeting minutes. Attachment B: Policy Board draft meeting minutes. Action Requested Review and approve the draft meeting minutes. Recommended language for motion: <i>I move approval of the March 26, 2025, Budget Committee draft meeting minutes and the April 18, 2025, Policy Board draft meeting minutes, as presented.</i>	Chair

12:12	5. Policy Board Bylaws Amendments	<p>Background The Policy Board and staff have discussed potential changes to the MPO Bylaws at several meetings over the past 2 years. Staff will review the final set of proposed changes and seek Policy Board approval to initiate the formal amendment process.</p> <p>Attachments/Links Attachment C: Draft Policy Board Amended Bylaws. Attachment D: Draft TAC Amended Bylaws. Link to existing Policy Board Bylaws (adopted 10/15/2019). Link to existing TAC Bylaws (adopted 10/19/2019).</p> <p>Action Requested Consider approval of the Bylaw amendments and initiate the member review process. Recommended language for motion: <i>I move approval of the proposed bylaw amendments as presented (or with edits) and direct staff to initiate the member review process.</i></p>	Tyler Deke
12:40	6. Metropolitan Transportation Improvement Program (MTIP) Amendment	<p>Background One amendment to the 2024-2027 MTIP is proposed. The amendment, which involves adding a project to the BMPO MTIP, was noticed on the News from the City of Bend webpage and via email notification to media and BMPO interest groups. Any comments received will be discussed.</p> <p>Attachments/Links Attachment E: Public notice with summary of the proposed amendment.</p> <p>Action Requested Review and consider approval of the proposed amendment. Recommended language for motion: <i>I move approval of the proposed amendment to the 2024-2027 MTIP, as presented.</i></p>	Kelli Kennedy, BMPO
12:50	7. Cascades East Transit (CET) Updates	<p>Background CET staff will present updates on timeframes for initiatives, fares, service expansion, logos, etc.</p> <p>Attachments/Links Link to CET website.</p> <p>Action Requested</p>	Bob Townsend, CET

		None. Information item.	
1:10	8. Subcommittee for Review of Citizen Member Applications	<p>Background There are three upcoming citizen member vacancies on BMPO committees – two on the Budget Committee and one on the Technical Advisory Committee (TAC). The positions were advertised via press release, social media, and email notification to interested groups as part of the City of Bend’s April 15 to May 25 recruitment period for all advisory bodies. BMPO staff also contacted members regarding interest in reappointment (as the bylaws do not limit the number of terms BMPO citizen members may serve, reapplication has been required for those seeking reappointment).</p> <p>Attachments/Links Attachment F: Budget Committee Roster. Attachment G: TAC Roster. Link to BMPO webpage. Link to City of Bend Advisory Committee Application webpage.</p> <p>Action Requested Select one or two board members to review the applications and provide a summary to the board during deliberation for appointments at the June 20, 2025, Policy Board meeting.</p>	Chair
1:15	9. Other Business	<p>Member Updates/Requests Time for board members to provide updates on current projects and planning efforts and request future meeting topics.</p> <p>Staff Updates</p> <ul style="list-style-type: none"> • Bend Transportation Safety Action Plan (TSAP) Update – status • Oregon Legislative Session – transportation funding update • BMPO STBG funding to CET <p>Next Meeting The next meeting of the BMPO Policy Board is scheduled for June 20, 2025, at 12:00 p.m.</p>	Chair & Staff
1:25	10. Public Comment		Chair
1:30	11. Adjourn		Chair



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Meeting Minutes

BMPO Budget Committee

Location: Board Room (City Hall)
710 NW Wall, Bend, Oregon
Date: March 26, 2025
Time: 12:30 p.m.
Prepared by: ABC Transcription Services, LLC.

In Attendance

Members

1. Omar Ahmed, BMPO Policy Board, Oregon Department of Transportation (ODOT) Region 4
2. Charles "Chuck" Arnold, Citizen Representative
3. Greg Bryant, Citizen Representative
4. James Dorofi, Citizen Representative
5. Janet Gregor, Citizen Representative
6. Ariel "Ari" Méndez, BMPO Policy Board Chair, Bend City Councilor
7. Mike Riley, BMPO Policy Board, Bend City Councilor
8. Patrick Walsh, Citizen Representative

BMPO Staff and Other Attendees

1. Tyler Deke, BMPO Manager
2. Andrea Napoli, BMPO Senior Planner
3. Kelli Kennedy, BMPO Program Coordinator
4. Samantha Nelson, City of Bend Chief Financial Officer
5. Dan Quick, City of Bend Budget and Financial Planning Manager
6. Tory Carr, City of Bend Senior Budget and Financial Analyst
7. Brian Potwin, Commute Options

Notes

1. Call to Order and Introductions

Chair Méndez called the meeting to order at 12:34 p.m. with a quorum established.

2. Hybrid Meeting Guidelines

Manager Deke reviewed the hybrid meeting guidelines.

3. Public Comment

There was none.

4. Member Terms and Chair Appointment

Materials referenced: Budget Committee Roster (Attachment A in the agenda packet).

James Dorofi volunteered to serve as Chair.

Motion 1: Janet Gregory nominated James Dorofi to serve as BMPO Budget Committee Chair. Greg Bryant seconded the motion which passed 8 to 0. (Ayes: Ahmed (BMPO Board Member, ODOT), Arnold (Citizen Member), Bryant (Citizen Member), Dorofi (Citizen Member), Gregor (Citizen Member), Méndez (BMPO Board Member, City of Bend), Riley (BMPO Board Member, City of Bend), Walsh (Citizen Member). Nays: None. Abstain: None.)

Chair Dorofi led the meeting from this point.

5. BMPO Fiscal Year 2026 (FY26) Budget Message

Materials referenced: Proposed BMPO FY26 Budget (Attachment B in the agenda packet).

Manager Deke presented the FY26 Budget Message reviewing recent BMPO Boundary adjustments, funding sources and historic budget totals. He confirmed discussions over the next long-term transportation bill had begun in the State Legislature, the Association of Metropolitan Planning Organizations would provide regular updates, and the federal funding situation should be clearer in about 12 months, at which time the Board could discuss any needed changes.

Questions from the Committee were addressed about the five-to-seven-year renewal cycle for surface transportation bills and potential for upcoming modifications around funding formulas, MPO size, and planning requirements; uncertainty of federal funding; potential for changes in the Federal Highway Trust's funding sources; and mitigating financial risk by having a Reserve.

Senior Planner Napoli reviewed key accomplishments and work underway during Fiscal Years (FY) 2024 and 2025, detailed priorities for FY 2026 and 2027 and the FY 2026 and 2027 Unified Planning Work Program (UPWP) programs and tasks and gave an overview of COVID Relief and State Highway Fund (SHF) programs.

Staff responded to Committee member's questions about the overnight loan from the City of Bend being an accounting mechanism to keep fund balances positive while waiting for reimbursement; possibly not including the overnight loan in future budgets after establishing the Reserve Fund; meeting State climate change requirements without federal support; the Federal Highway Administration's (FHWA) suggestion to strike or rephrase the Work Program's language regarding climate change; use of transportation models for plan updates, land-use, and capital improvement project (CIP) analysis; the MTIP listing all the BMPO's federally funded projects including CET projects; and project types expected during the project solicitation process, such as Safe Routes to School projects.

Manager Deke reviewed the proposed Budget Summary and line-item details.

Staff addressed Board member's questions about achieving the 16 percent operating Reserve based on the City of Bend policy within two years; COVID funds being depleted after distribution to recipients in 2026; utilizing Contingency funds before Reserves; and the

upcoming Policy Board decision about the level of SHF funding going toward the City of Bend's Street Preservation Program, which operated on a reimbursement basis.

Finance Staff explained the differences between Budgeted and Actual totals for Line Items 3 and 36; confirmed State Highway Funds (SHFs) were budgeted under Line Item 3 but would appear as Actuals under Line Item 4 after being utilized; that the full amount budgeted for Consulting would be spent or carried forward into next year's funds; and the bulk of the Grant Recipient funds budgeted on Line Item 51 would go out at the end of the fiscal year.

Staff addressed questions regarding increased salaries and employee benefits; the City handling Public Employee Retirement System (PERS) liability for BMPO Staff; Miscellaneous Revenue being sourced from investment income, primarily from COVID funds earning interest and other government investment tools; Consulting costs being higher in prior years due to work on the Metropolitan Transportation Plan update; Advertising funds being used for public noticing or outreach; Insurance costs on Line Item 50; and outstanding COVID and SHF funding recipients, including Cascades East Transit (CET), the City of Bend's Street Preservation Program, and other external awardees.

The Committee discussed the possibility of adding more detail to the Proposed Budget Summary in the future to give more context to larger line items over \$500,000. Staff clarified the difference between conversations around the Proposed FY26 Budget and the 2028 – 2030 SHF funding distribution and noted allocating the funds in advance allowed building the budget.

6. Public Comment

There was none.

7. BMPO FY26 Budget Approval

Staff agreed to provide a breakdown of project awards for the current and upcoming year.

Motion 2: Chuck Arnold moved approval and recommended BMPO Policy Board adoption of the Proposed BMPO Fiscal Year 2026 Budget as presented. Greg Bryant seconded the motion which passed 8 to 0. (Ayes: Ahmed (BMPO Board Member, ODOT), Arnold (Citizen Member), Bryant (Citizen Member), Dorofi (Citizen Member), Gregor (Citizen Member), Méndez (BMPO Board Member, City of Bend), Riley (BMPO Board Member, City of Bend), Walsh (Citizen Member). Nays: None. Abstain: None.)

Manager Deke stated the Policy Board would review and possibly adopt the budget at their next meeting on April 18, 2025.

8. Adjourn

Chair Dorofi adjourned the meeting at 1:34 p.m.



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Meeting Minutes

BMPO Policy Board

Location: Baney Conference Room (ODOT Region 4 Headquarters, Building M)
63055 N. Highway 97, Bend, Oregon
Date: April 18, 2025
Time: 12:00 p.m.
Prepared by: ABC Transcription Services, LLC.

In Attendance

Members

1. Chair Ariel "Ari" Méndez, Bend City Councilor
2. Omar Ahmed, Oregon Department of Transportation (ODOT) Central Oregon and Lower John Day Area Manager
3. Mike Riley, Bend City Councilor

Member Alternates

1. Chris Doty, Deschutes County

BMPO Staff and Other Attendees

1. Tyler Deke, BMPO Manager
2. Andrea Napoli, BMPO Senior Planner
3. Kelli Kennedy, BMPO Program Coordinator
4. David Abbas, City of Bend
5. David Amiton, ODOT Region 4
6. Greg Bryant, BMPO Technical Advisory Committee (TAC), Deschutes River Woods resident
7. Bob Townsend, Cascades East Transit (CET)
8. Matt Welner, member of the public

Notes

1. Call to Order and Introductions

Chair Méndez called the meeting to order at 12:01 p.m. with a quorum established.

2. Hybrid Meeting Guidelines

Manager Deke reviewed the hybrid meeting guidelines.

3. Public Comment

There was none.

4. Meeting Minutes

Materials referenced: March 21, 2025, BMPO Policy Board draft meeting minutes (Attachment A in the agenda packet).

Motion 1: Omar Ahmed moved approval of the March 21, 2025, Policy Board draft meeting minutes as presented. Mike Riley seconded the motion which passed 4 to 0.
(Ayes: Méndez (City of Bend), Riley (City of Bend), Ahmed (ODOT), Doty (Deschutes County).
Nays: None. Abstain: None.)

5. Fiscal Years 2026-202 (FY26-FY27) Unified Planning Work Program (UPWP)

Materials referenced: Resolution 2025-02 to adopt the FY26-FY27 UPWP (Attachment B in the agenda packet).

A link was provided to the **BMPO Work Plan and Budget webpage**.

Manager Deke requested adoption of the FY26-27 UPWP.

Motion 2: Mike Riley moved to adopt the FY26-FY27 UPWP by way of Resolution 2025-02. Chris Doty seconded the motion which passed 4 to 0.
(Ayes: Méndez (City of Bend), Riley (City of Bend), Ahmed (ODOT), Doty (Deschutes County).
Nays: None. Abstain: None.)

6. FY26 BMPO Budget – Public Hearing and Adoption

Materials referenced: Resolution 2025-03 (Attachment C in the agenda packet).

A link was provided to the **BMPO Work Plan and Budget webpage**.

Manager Deke reviewed the FY26 Budget summary and development schedule.

Chair Méndez opened the public hearing and called for public comment. Hearing none, he closed the public hearing.

Motion 3: Chris Doty moved approval of the FY26 Budget by way of Resolution 2025-03. Omar Ahmed seconded the motion which passed 4 to 0.
(Ayes: Méndez (City of Bend), Riley (City of Bend), Ahmed (ODOT), Doty (Deschutes County).
Nays: None. Abstain: None.)

7. 2024 – 2027 Metropolitan Transportation Improvement Program (MTIP) Amendments

Materials referenced: Public notice with summary of the proposed amendments.
(Attachment D in agenda packet).

Kelli Kennedy provided an overview of the 2024-2027 MTIP, noting the full document was available at the **BMPO MTIP webpage**, and then reviewed the proposed MTIP amendments regarding the cancelation of three duplicate projects.

Questions were addressed about the cause of the duplication; the unclear funding status of the projects; resolving errors found in planning documents; and the unlikelihood that the duplication would result in extra funding to be reallocated.

Motion 4: Mike Riley moved approval of the proposed amendments to the 2024 – 2027 MTIP as presented. Chris Doty seconded the motion which passed 4 to 0.
(Ayes: Méndez (City of Bend), Riley (City of Bend), Ahmed (ODOT), Doty (Deschutes County).
Nays: None. Abstain: None.)

8. State Highway Fund (SHF) Program – Funding Distribution

Materials referenced: Distribution of BMPO's FY28-FY30 State Highway Funds Memo
(Attachment E in the agenda packet).

Senior Planner Napoli noted this item was continued from the March 21, 2025 Board meeting and regarded distribution of the remaining \$581,570 per year, for FY28-FY30, in SHF funding.

David Abbas presented an overview of the Street Preservation Program. He described deferred maintenance needs and the projected impact of BMPO funding toward maintaining the pavement condition index (PCI) in Bend, highlighted the Neighborhood Street Safety Program (NSSP), Low Stress Network (LSN), and Pedestrian Implementation Plan, and provided a list of needs that could be supported through continued BMPO funding.

Staff addressed questions regarding the PCI rating assessed yearly by Capital Asset and Pavement Services (CAPS); potential for PCI to drop in the future due to increasing deferred maintenance costs; Bend's PCI in comparison to other cities; and local areas integrated into the LSN.

The Board discussed allocating the remaining funding, noting the opportunity to use the funds to address safety concerns unrelated to PCI and emphasizing the importance of maintaining PCI. Previous Policy Boards had prioritized improving the PCI of arterial and collector roads, so the Board consented to continue funding the Street Preservation Program with a focus toward improving residential roads that were also key bicycle and pedestrian routes, neighborhood greenways, or a part of the LSN, while facilitating quick builds and efforts toward traffic calming and safe crossings.

David Abbas noted he could return to the Board to report on the projected funding use. He planned to work with the City Traffic Engineer, Janet Hruby, and her team to consider safety enhancements or traffic calming measures that could be completed during the following year.

Motion 5: Chris Doty moved to approve the distribution of the remaining \$581,570 dollars of FY28-FY30 SHF annual allocations with a focus on Street Preservation on greenways, key bicycle and pedestrian routes, Low Stress Networks, and to include quick builds, safe crossings, support traffic calming, and other safety-oriented enhancements. Mike Riley seconded the motion which passed 4 to 0.
(Ayes: Méndez (City of Bend), Riley (City of Bend), Ahmed (ODOT), Doty (Deschutes County).
Nays: None. Abstain: None.)

9. BMPO Establishment Intergovernmental Agreement (IGA)

Materials referenced: Existing BMPO Establishment IGA (Attachment F in the agenda packet).

Proposed Amendment to BMPO Establishment IGA (Attachment G in the agenda packet).

Manager Deke reviewed the proposed modifications to the BMPO Establishment IGA to include Cascades East Transit (CET), a change regarding voting requirements, and administrative edits.

The Board talked about the pros and cons of moving from the current unanimous voting requirement for making changes to foundational documents to a super majority vote or a simple majority vote, especially while expanding the voting membership to include CET and considering the potential for Redmond to be involved in the future. The roles and relationships between the BMPO Establishment IGA and Bylaws were outlined and the process for amending the signatory parties was discussed.

Motion 6: Omar Ahmed moved approval to direct Staff to initiate the IGA amendment process, add Cascades East Transit, make no change to Section 3.2.3., and adopt the administrative and grammatical edits. Mike Riley seconded the motion which passed 3 to 0 to 1.

(Ayes: Méndez (City of Bend), Riley (City of Bend), Ahmed (ODOT). Nays: None. Abstain: Doty (Deschutes County).)

10. Extra Planning (PL) Funding

Materials referenced: Unused Metropolitan Planning Funding Memo (Attachment H in the agenda packet).

A link was provided to the **OMPOC website**.

Manager Deke provided background information on unspent funding previously dedicated to supporting the Oregon Metropolitan Planning Organization Consortium (OMPOC) in the amount of \$435,000. He outlined the three options OMPOC provided for reallocating the funds, answered clarifying questions, and asked which option the Board would prefer, noting OMPOC's discussion on the topic would resume after the State Legislative Session concluded due to the potential release of a new transportation funding package.

Following discussion of the advantages of activity-based models (ABM) over trip-based models and the inevitable transition to ABM pending available funding, the Board consented to support Option 3 to direct the funding toward development of ABM.

11. 2025 State Legislative Session Update

Materials referenced: Joint Committee on Transportation funding framework press release. (Attachment I in the agenda packet).

Oregon Transportation Re-Investment Package (TRIP) 2025 – Starting Point (Attachment J in the agenda packet).

Manager Deke stated the Joint Committee on Transportation had released a transportation funding framework, and he highlighted the included Transportation Re-Investment Package (TRIP), noting that no draft legislation had been released yet. He confirmed the one-time vehicle purchase fee in the TRIP would apply to both new and used vehicle purchases.

Board discussion included, Senator Starr's ongoing study to ensure funds were being used in the prescribed manner; tolling being approved in Washington to help fund the I-5 bridge project, and potentially being used as a funding mechanism in Oregon; situations that caused angst about tolling; aligning the MPO's position with the City and County on the transportation package; and anticipating the transportation funding package to continue using the current funding formulas with a heavy emphasis on funding maintenance.

12. Federal Update and BMPO Document Updates

Manager Deke stated many federal programs were currently frozen or under review and grant programs were facing delays. He described the bottleneck created by the increase in federal oversight, with many items being pushed to Washington D.C. for review. He noted the Infrastructure Investment and Jobs Act (IIJA) would expire September 2026, and the process was beginning to ramp up over the next 18 months with Congress holding preliminary hearings to create the next transportation bill.

Staff and Board members discussed the anticipated impacts of the significant upcoming government staff reductions, including the potential for much slower response times for guidance or approval, and the hope for eventual relaxation of the bureaucracy.

13. Other Business

Bend Transportation Safety Action Plan (TSAP) Update: Manager Deke stated that due to a complaint filed by American Council of Engineering Companies of Oregon (ACEC Oregon) about the wording, the request for proposals (RFPs) recently posted for the TSAP may need to be pulled, revised, and reposted. He was waiting to hear from Procurement regarding the RFP, and was hopeful a consultant would be secured sometime in May 2025.

Manager Deke announced two vacancies on the Budget Committee and one vacancy on the Technical Advisory Committee.

The next scheduled meeting of the Policy Board would be May 16, 2025, at 12:00 p.m.

14. Public Comment

There was none.

15. Adjourn

Chair Méndez adjourned the meeting at 1:47 p.m.



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Bend Metropolitan Planning Organization Policy Board Amended Bylaws Effective June XX, 2025

Article I Name

The governing body of the Bend Metropolitan Planning Organization (“BMPO”), established pursuant to the Governor’s Metropolitan Planning Organization designation letter, dated December 11, 2002, shall be referred to herein as the “BMPO Policy Board” and the “Policy Board.”

Article II Purpose

The purpose of the BMPO Policy Board is as follows:

- a. To carry out planning, coordination, and integration of activities necessary to maintain a comprehensive, cooperative, and continuing multi-agency transportation planning program; and further, as specified by the BMPO Policy Board, carry out other related specific tasks including implementation thereof.
- b. Establish a setting in which to undertake effective decision-making processes regarding transportation in the BMPO area; evaluate transportation alternatives that address the needs of the BMPO area; develop and maintain a long-range transportation plan for the BMPO area which covers a 20-year planning horizon; and develop a Metropolitan Transportation Improvement Program to establish how transportation funding will be used for regional transportation purposes to address the modernization, operation, and maintenance of transportation facilities and services needs within the BMPO area.
- c. Promote public participation in the decision-making process. The BMPO shall exercise leadership and initiative in planning and assisting development of efficient, integrated transportation system facilities and services in the BMPO area.
- d. The BMPO area includes the urban area as defined by the U.S. Census Bureau plus all area within the City of Bend Urban Growth Boundary (“UGB”) and other additional areas that may be annexed to accommodate expected growth and anticipated development for the next 20 years. As of the date of this document’s adoption, the areas included outside of the UGB can be described as the Deschutes River Woods area to the south, the Woodside Ranch area to the southeast, and other surrounding areas indicated in the BMPO Boundary Map

(Attachment A). The map will be updated after each decennial Census and as the UGB or other local boundaries are adjusted. Based upon Census data, the BMPO area qualifies as a U.S. Census designated Urban Area.

Article III

Membership, Terms of Office, Officers, Voting

- a. The BMPO Policy Board shall consist of representatives appointed by the governing body of each party to Intergovernmental Agreement (“IGA”) **No. 20395 dated 12/2/2009** (as amended) between the City of Bend, Deschutes County, the Oregon Department of Transportation (“ODOT”), and Central Oregon Intergovernmental Council dba Cascades East Transit (“CET”).
- b. The Policy Board shall consist of the following members:

	Members	Votes
City of Bend	2	2
Deschutes County	1	1
ODOT	1	1
CET	1	1
Total	5	5

- c. Approval by a **simple majority** of the voting members will constitute passage of any action; except for amendment of the Bylaws, which is governed by the process in Article IX.
- d. The City of Bend representatives shall be members of the City Council.
- e. The Deschutes County representative shall be a member of the Board of County Commissioners.
- f. The ODOT representative shall be the ODOT Region 4 Manager or designee.
- g. The CET representative shall be the Transportation Director or designee.**
- h. The BMPO Policy Board may appoint nonvoting members that represent alternate travel modes, the business community, freight community, or other interests deemed appropriate. Nonvoting members can participate in all discussions and deliberations of the Policy Board. Nonvoting members shall have no vote and shall not make or second motions.
- i. As future major transportation providers form, such as a transportation or transit district, they shall be added to the Policy Board by way of amendment to the IGA and these Bylaws and become a party hereto.

- j. Member entities may appoint alternates to serve in the absence of the appointed Policy Board members. Alternate members will have the voting privileges of members when serving in the absence of the appointed Policy Board member. City of Bend and Deschutes County alternates will be appointed by their governing bodies or appointed member and may be an elected official or a staff person. ODOT alternates will be appointed by the ODOT Region 4 Manager. CET alternates will be appointed by the CET Transportation Director.
- k. A vacancy on the BMPO Policy Board shall be filled by the party that appointed the member who created the vacancy.
- l. Terms for all members and alternates listed above commence annually on either 1) January 1, or 2) the date upon which the member is appointed by the party they represent.
- m. Each voting member of the Policy Board shall hold office until the party they represent appoints a successor or until their term in office as an elected official ends, whichever occurs first.
- n. Officers.
 - 1. The Policy Board shall elect the following officers at its second meeting of the calendar year to serve for that year: Chair and Vice Chair.
 - 2. The Chair shall preside at all meetings, public forums, and public hearings of the Policy Board.
 - 3. Except as otherwise provided herein, the Chair shall sign, on behalf of the BMPO, contracts and other legal instruments.
 - 4. In the absence of the Chair, or upon their inability to act or serve, the Vice Chair shall have the powers of the Chair.
 - 5. The Chair and Vice Chair will serve without compensation and shall serve for a period of one year, renewable.
 - 6. In the absence of the Chair and Vice Chair, an acting Chair shall be selected by the Policy Board members present for the meeting.
 - 7. The BMPO Manager ("Manager") shall take direction from the Policy Board and will have the responsibilities set forth in these Bylaws, as well as other responsibilities delegated by the Policy Board. The Manager will oversee the day-to-day operations of the BMPO. The Policy Board may authorize the Manager to sign on behalf of the Chair, certain contracts and agreements.
 - 8. The Policy Board shall have the opportunity to provide input on the Manager's annual performance evaluation.
- o. The Policy Board shall be responsible for the management, supervision, policy, and direction of all programs, functions, and activities established and operated by the BMPO.

- p. Any conflict of interest of a Policy Board member must be stated prior to discussion of that particular agenda item.

Article IV **Meetings, Conduct of Meetings, Quorum**

- a. Regular meetings of the BMPO Policy Board will be held monthly at a time and place established by the Chair and a majority of members.
- b. Special or emergency meetings may be called by the Chair or a majority of the members. In the absence of a quorum at a regular monthly meeting or a special meeting, the Chair may call a special or emergency meeting, including member participation and vote by video or telephone, for deliberation and action on any matters requiring consideration prior to the next meeting. The minutes shall describe the circumstances justifying member participation by video or telephone and the actual emergency for any meeting called on less than 24-hours' notice.
- c. BMPO business may not be conducted without a quorum of the voting members. A quorum consists of four of the five voting members. If a quorum is not present, staff may share informational items with those present.
- d. All meetings shall be conducted in accordance with the most current version of *Robert's Rules of Order* and Oregon's Public Meetings Law.
- e. Any of the committees described below may establish other rules of procedure as deemed necessary for the conduct of business.
- f. The Manager shall account for the financial matters of the BMPO and handle other necessary administrative functions, unless otherwise designated by the BMPO Policy Board. The Manager shall provide **semi-annual** financial updates to the Policy Board and provide an annual financial report for the previous fiscal year. The financial update shall include a list of expenditures and the balance of all depository accounts.
- g. **Joint Meetings.** Joint meetings may be held with other agencies, committees, or commissions on items of mutual interest.
- h. **Meeting Agendas.** Meeting agendas shall be prepared by the Manager in consultation with the **Chair**. Items for the agenda, accompanying information, and written communications intended for consideration as part of an agenda item should be received by the Manager **no later than five (5) business** days prior to the scheduled meeting. Written communications received after this deadline will be reported and provided to the Policy Board at the meeting. Agendas and accompanying information packets will be provided to Policy Board members and

posted on the BMPO website no later than five (5) **calendar** days in advance of regularly scheduled meetings.

- i. **Minutes.** Minutes will be prepared for each Policy Board meeting. Minutes will be submitted to the Policy Board for approval.
- j. **Reports.** The Policy Board may ask for reports and recommendations from staff and the BMPO Technical Advisory Committee ("TAC") on any matters before it.
- k. **Public participation.** Opportunity for public comment will be provided during all regular or special meetings, and such opportunity will be marked on each meeting agenda as "Public Comment". **At the discretion of the Chair, members of the public may be allowed to speak at other times during meetings.**

Article V Public Hearings

The Policy Board shall schedule and hold public hearings on all items required by law (e.g., annual budget) and may hold public hearings on any other matters.

- a. **Public Notice.** Public notice shall be provided as required by applicable laws. Reasonable efforts will be made, by way of posting notices, notifying news media, and other means, to notify affected local units of government and the general public of hearings.
- b. **Conduct and Record of Hearing.** At the beginning of the hearing, the Chair shall briefly identify the subject(s) under consideration and instruct the public on how the hearing will proceed. Staff may give a presentation on the subject, if deemed appropriate. Policy Board members may then ask questions or pose questions during the presentation. Public comments will then be allowed. A record of the names of those appearing will be made. Members of the Policy Board may question a speaker on their statements. These rules may be suspended or modified, or a speaker allowed more time, with approval by a majority vote of the Policy Board.

Article VI Technical Advisory Committee

- a. The BMPO identified the need to create a standing committee to be known as the BMPO Technical Advisory Committee ("TAC"). The TAC was formed in October 2004. Membership of the TAC includes governmental entities within the BMPO area that are impacted by the decisions and that have significant contributions to the BMPO. The TAC is composed of technical and/or staff representatives employed by each of the participating governmental entities. In addition, there may be one or more ex officio nonvoting representative from the

Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and other agencies. Each ex officio nonvoting member must be approved by the agency they represent.

- b. As future major transportation providers form, they shall be added to the TAC. The Policy Board may also add additional positions (as members or as nonvoting members) to the TAC, such as a business representative or a freight stakeholder.
- c. The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the Unified Planning Work Program ("UPWP") and any related issues as specified by the BMPO Policy Board and to so advise the BMPO Policy Board on appropriate actions to be taken. The TAC works closely with BMPO staff, providing guidance and direction for development of the UPWP and work activities defined therein.
- d. TAC Membership shall be as listed in the TAC Bylaws.
- e. Organization and management of the TAC shall be according to the TAC Bylaws. The process for amending the TAC Bylaws is described in Article VI of the TAC Bylaws.
- f. The BMPO Policy Board will take into consideration the alternatives and recommendations of the TAC in the conduct of its business.
- g. The meetings of the TAC shall be open to the public and shall comply with Oregon's Public Meetings Law.
- h. Members of the TAC may participate in Policy Board discussions as ex officio members at the discretion of the Chair.
- i. The Chair may ask the TAC to provide updates on specific topics to the Policy Board.

Article VII

Budget Committee

- a. The BMPO is required to form a Budget Committee. Membership of the Budget Committee shall include the voting members of the Policy Board plus an equal number of appointed community members.
- b. Appointed community members.
 - 1. The BMPO Policy Board shall seek community members through an application process.
 - 2. A subcommittee of the Policy Board shall review the applications and make a recommendation to the full Policy Board for consideration and

- approval. Subcommittee meetings shall comply with the Oregon's Public Meetings Laws.
3. Community members shall serve staggered 3-year terms ending on June 30 to align with the business years of the BMPO.
 4. Community members may be reappointed for a second consecutive term. Policy Board consideration of reappointment of a community member to a second consecutive term does not require completion of the application process.
 5. Community members interested in serving more than 2 consecutive terms must participate in the standard application process in order to be considered.
 6. Community members should reside within the BMPO boundary but may reside outside the BMPO boundary if they are from areas that could become part of the BMPO or be directly impacted by projects planned by the BMPO.
- c. The Budget Committee shall meet at least once each year to review the proposed budget and make a recommendation to the Policy Board regarding adoption of the budget, with or without modifications.
 - d. The meetings of the Budget Committee shall be open to the public and shall comply with Oregon's Public Meetings Law.
 - e. The Budget Committee shall comply with all applicable Oregon state statutes regarding public financial administration (including ORS 290.900 through 290.930).

Article VIII

Formation of Special Committees

- a. The BMPO Policy Board, as deemed necessary, may create special committees. A special committee may be either an ad hoc committee for a specific work task or a standing committee for one or more work tasks. Subcommittee members can include BMPO Policy Board members, BMPO Policy Board alternates, and/or outside experts. Any such special committee will be responsible to the BMPO Policy Board. Special committee meetings shall be open to the public and shall comply with Oregon's Public Meetings Law.
- b. At the direction of the Manager and the Chair, subcommittees may be formed to investigate specific tasks or issues relevant to the BMPO.
- c. The BMPO Policy Board shall define the duties and authorize the power of all special committees. Special committees shall comply with Oregon's Public Meetings Law.

- d. The BMPO Policy Board shall determine membership on a special committee appointed by the BMPO Policy Board.
- e. The TAC shall determine membership on a special committee appointed by the TAC.

Article IX Amendments

- a. These Bylaws may be amended or repealed only upon 30-day notice to all parties of the IGA and;
- b. Prior to any amendment or repeal of these Bylaws, the Policy Board shall give a 30-day written notice to all parties to the IGA with a copy of the draft amendments.
- c. If any party to the IGA objects in writing to the proposed amendments within the 30-day notice period, the amendments will not become effective. Rather, the Policy Board will consider the objections and propose revised Bylaw amendments utilizing the procedure outlined above in Paragraph a.
- d. If no party to the IGA objects to the proposed Bylaw amendments pursuant to Paragraph b above, the Policy Board may adopt the amended Bylaws by a unanimous vote. A copy of the amended Bylaws will be provided to the parties to the IGA and will be attached to the IGA for reference.

These Bylaws have been reviewed and approved by the BMPO Policy Board members on June XX, 2025.

BMPO Policy Board Chair

Date

BMPO Manager

Date

Bend Metropolitan Planning
Organization Technical Advisory
Committee (TAC)

AMENDED BYLAWS

Effective May 16, 2025

Article I

Name

This Committee shall be known as the Technical Advisory Committee ("TAC") to the Bend Metropolitan Planning Organization ("BMPO"). The TAC was established in October 2004.

Article II

Purpose

The purpose of the TAC is to:

- Provide technical expertise in determining work program needs and major regional transportation studies to be undertaken;
- Assist in the development of plans, policies, and projects related to the regional transportation system of the BMPO area;
- Provide a forum for technical critique and input on the products and processes associated with the regional transportation planning program for the BMPO area; and
- Provide a coordinated, interdisciplinary technical perspective to the development and implementation of regional transportation planning activities.

Article III

Responsibilities

Responsibilities of the TAC include:

- A. Annually review work program objectives, assist in development of the Unified Planning Work Program (UPWP), and make a formal recommendation to be forwarded to the Policy Board for adoption.
- B. Review the Metropolitan Transportation Plan (MTP) document, amendments, and Refinement Plans as required, recommend changes as necessary, and make a

formal recommendation to be forwarded to the Policy Board for adoption.

- C. Coordinate and review the development and production of the BMPO Metropolitan Transportation Improvement Program (MTIP), identify appropriate amendments as necessary, and make a formal recommendation to be forwarded to the Policy Board for adoption.
- D. Assist in reviewing work programs and study designs and recommend priorities of technical studies to carry out work programs.
- E. Review technical aspects of plans and studies at key decision points.
- F. Direct technical studies as necessary.
- G. Conduct other technical activities as required or requested by the BMPO Policy Board.

Article IV

Membership - Voting

- A. The TAC shall consist of the following members or their designees:

- Bend-La Pine Schools - 1 member
- Bend Park and Recreation District – 1 member
- Cascades East Transit – 1 member
- Central Oregon Community College – 1 member
- Community members – 2 members
- Commute Options – 1 member
- City of Bend – 1 member
- Deschutes County – 1 member
- Deschutes County Bicycle and Pedestrian Advisory Committee – 1 member
- Oregon Department of Transportation – 1 member
- Oregon State University-Cascades – 1 member
- BMPO Manager (nonvoting)
- Department of Land Conservation and Development (nonvoting)
- Federal Highway Administration (nonvoting)
- Federal Transit Administration (nonvoting)

All TAC members or designees, except Community members, shall be staff of the listed entities and shall be appointed by the entity. Community members shall be appointed by the BMPO Policy Board.

The BMPO Policy Board may appoint nonvoting members that represent alternate travel modes, the business community, freight community, or other interests deemed appropriate. Nonvoting members can participate in all

discussions and deliberations of the TAC. Nonvoting members shall have no vote and shall not make or second motions.

B. Community members

1. The BMPO Policy Board shall seek Community members through an application process.
2. A subcommittee of the Policy Board shall review the applications and make a recommendation to the full Policy Board for consideration and approval. Subcommittee meetings shall comply with the Oregon's Public Meetings Laws.
3. Community members shall serve staggered 3-year terms ending on June 30 to align with the business years of the BMPO.
4. Community members may be reappointed for a second consecutive term. Policy Board consideration of reappointment of a community member to a second consecutive term does not require completion of the application process.
5. Community members interested in serving more than 2 consecutive terms must participate in the standard application process in order to be considered.
6. During consideration for appointment, the Policy Board may give preference to applicants who also serve, or have applied to serve, as community members on the Budget Committee.
7. A Community member with four or more total absences from regular meetings during a twelve-month period may be removed from the TAC at the discretion of the BMPO Policy Board.
8. Community members should reside within the BMPO boundary but may reside outside the BMPO boundary if they are from areas that could become part of the BMPO or be directly impacted by projects planned by the BMPO.

C. 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 of the committee. Phone participation, when possible, will be considered as attendance and therefore count toward the number for a quorum.

D. The BMPO Manager or designee will act as the Chair.

E. The Chair of the TAC shall coordinate with existing committees, appoint subcommittees as required, and specify assignments and deadlines of subcommittee reports.

F. Voting shall be conducted according to *Robert's Rules of Order*.

Article V

Meetings

Regular meetings shall be held monthly at a date and time established by the majority of the TAC members. However, meetings may be held on an "as needed" basis and may be cancelled if there are insufficient agenda items. Notice of cancellation of or change of meeting date or time shall be at least five (5) business days in advance of the regularly scheduled meeting. All meetings shall be conducted in accordance with the most current version of *Robert's Rules of Order* and Oregon's Public Meetings Law.

Article VI

Bylaws Amendments

- A. Amendments to the Bylaws may be considered at any regular meeting of the TAC, provided that written notice of the proposed amendment is delivered, via U.S. mail or email, to each member of the committee not less than five (5) calendar days prior to such meeting.
- B. The TAC shall review the proposed amendments and make a recommendation to the BMPO Policy Board regarding adoption of the amended Bylaws, with or without modifications.
- C. The TAC may approve or reject the proposed amendments and make a recommendation by a majority of votes from voting members in attendance at the meeting, following establishment of quorum.
- D. The Policy Board may adopt the amended TAC Bylaws by unanimous vote, following consideration of the TAC recommendation.

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News from the City of Bend

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BMPO Transportation Project Amendment - Public Comment Period**Post Date:** 04/24/2025 9:00 AM**News Release**

For Immediate Release

April 24, 2025

BMPO Notice of Metropolitan Transportation Improvement Program (MTIP) Amendment**21-Day Public Comment Period Open until May 15, 2025**

The **Bend Metropolitan Planning Organization (BMPO) Policy Board** will consider approval of one amendment to the **2024-2027 MTIP** at their next meeting, on May 16, 2025, 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) BMPO Policy Board meeting.

In-person meeting information, including a Zoom link to attend online, will be posted to the **BMPO Policy Board webpage** one week prior to the meeting date.

Summary of Amendment

PROJECT NUMBER	PROJECT NAME & DESCRIPTION	NEW PROJECT TOTAL	CHANGES
23551	Oregon Department of Transportation (ODOT) Fleet Charging Equipment. Install 11 level 2 dual-head charging stations, 2 direct current fast chargers, and make-ready infrastructure for additional level 2 stations and	\$2,575,352	Update project locations*; increase the Preliminary Engineering phase by \$200,000, and the Construction phase by \$580,000.

PROJECT NUMBER	PROJECT NAME & DESCRIPTION	NEW PROJECT TOTAL	CHANGES
	fast chargers in ODOT facilities throughout the state.		*Identifies at least one location within the BMPO area; therefore, changes also involve adding the project to the BMPO MTIP.

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Committee Roster

BMPO Budget Committee

February 21, 2025

2025 Budget Committee Roster

Name	Representing	Member Role ¹	Term Start Date ²	Term End Date ³
Omar Ahmed	BMPO Policy Board; Oregon Department of Transportation (ODOT) Region 4	Voting	10/11/2024	Unspecified
Chuck Arnold	Citizen	Voting	11/15/2024	6/30/2025
Greg Bryant	Citizen	Voting	12/15/2023	6/30/2025
Phil Chang	BMPO Policy Board; Deschutes County Board of Commissioners	Voting	1/27/2025	12/31/2025
James Dorofi	Citizen	Voting	2/16/2024	6/30/2026
Janet Gregor	Citizen	Voting	11/15/2024	6/30/2027
Melanie Kebler	BMPO Policy Board; City of Bend Council	Voting	1/22/2025	12/31/2026
Ariel Méndez	BMPO Policy Board; City of Bend Council	Voting	1/22/2025	12/31/2026
Mike Riley	BMPO Policy Board; City of Bend Council	Voting	1/22/2025	12/31/2026
Patrick Walsh	Citizen	Voting	11/15/2024	6/30/2027
Chris Doty	BMPO Policy Board; Deschutes County	<i>Alternate</i>	1/27/2025	Unspecified

¹ If "alternate" indicated, individual serves as an alternate for their agency/jurisdiction's voting member.

² Start date refers to date appointed/re-appointed to committee. Members may have served previously.

³ If "unspecified", there is no specific end date for the member's term; end of term based on agency/jurisdiction representative assignments.

Name	Representing	Member Role ¹	Term Start Date ²	Term End Date ³
Tarik Rawlings	BMPO Policy Board; Deschutes County	<i>Alternate</i>	1/27/2025	Unspecified



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Committee Roster

BMPO Technical Advisory Committee (TAC)

April 17, 2025

2025 TAC Roster

Name	Representing	Member Role ¹	Term Start Date ²	Term End Date ³
Paul Dean	Bend-La Pine Schools (BLS)	Voting	11/6/2024	Unspecified
Quinn Keever	Bend Park and Recreation District (BPRD)	Voting	7/1/2024	Unspecified
Eric Lint	Cascades East Transit (CET)	Voting	2/1/2023	Unspecified
Josh Clawson	Central Oregon Community College (COCC)	Voting	3/1/2023	Unspecified
Greg Bryant	Citizen	Voting	10/1/2022	9/30/2025
James Dorofi	Citizen	Voting	2/16/2024	6/30/2026
Susanna Julber	City of Bend	Voting	6/5/2024	Unspecified
Brian Potwin	Commute Options	Voting	2/5/2020	Unspecified
Tarik Rawlings	Deschutes County	Voting	9/6/2023	Unspecified

¹ If "alternate" indicated, individual serves as an alternate for their agency/jurisdiction's voting member.

² Start date refers to date appointed/re-appointed to committee. Members may have served previously.

³ If "unspecified", there is no specific end date for the member's term; end of term based on agency/jurisdiction representative assignments.

Name	Representing	Member Role ¹	Term Start Date ²	Term End Date ³
Neil Baunsgard	Deschutes County Bicycle and Pedestrian Advisory Committee (BPAC)	Voting	10/7/2024	Unspecified
Ken Shonkwiler	Oregon Department of Transportation (ODOT) Region 4	Voting	11/1/2023	Unspecified
Casey Bergh	Oregon State University-Cascades (OSU Cascades)	Voting	4/1/2016	Unspecified
Tyler Deke	Bend Metropolitan Planning Organization (BMPO) Manager	Non-voting	12/1/2004	Unspecified
Angie Brewer	Oregon Department of Land Conservation & Development (DLCD)	Non-voting	3/2/2022	Unspecified
Jasmine Harris	Federal Highway Administration (FHWA)	Non-voting	4/17/2025	Unspecified
Danielle Casey	Federal Transit Administration (FTA)	Non-voting	5/3/2023	Unspecified
Bob Townsend	CET	<i>Alternate</i>	4/1/2025	Unspecified
Chris Doty	Deschutes County	<i>Alternate</i>	7/1/2012	Unspecified
Dave Green	Deschutes County BPAC	<i>Alternate</i>	10/7/2024	Unspecified
David Amiton	ODOT Region 4	<i>Alternate</i>	11/1/2023	Unspecified



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