

Agenda

BMPO Technical Advisory Committee



June 3, 2025
Hybrid Meeting

Location

Board Room, Bend City Hall
710 NW Wall, Bend, Oregon

Zoom webinar

Webinar ID: 883 4061 7166
Passcode: bendmpo
Phone: 1-888-788-0099

YouTube livestream

10:00 a.m. Technical Advisory Committee (TAC) Meeting

Start Time	Item	Information	Presenters
10:00	1. Call to Order & Introductions		Tyler Deke, BMPO
10:05	2. Hybrid Meeting Guidelines		Tyler Deke
10:07	3. Public Comment		Tyler Deke
10:10	4. Meeting Summary	Attachments/Links Attachment A: TAC draft meeting summary for April 1, 2025. Action Requested Review and approve the meeting summary. Recommended language for motion: <i>I move approval of the April 1, 2025, TAC draft meeting summary, as presented.</i>	Tyler Deke

10:12	5. 2024 Statewide Congestion Report Overview	<p>Background The 2024 Statewide Congestion Overview document developed by ODOT is a report designed to inform decision makers about the transportation system's role in Oregon's economic activity. It focuses on several areas: travel demand behavior, population growth, highway infrastructure, congestion, and system reliability.</p> <p>Attachments/Links Link to 2024 Statewide Congestion Report.</p> <p>Action Requested None. Information item.</p>	Chi Mai, ODOT Becky Knudson, ODOT
10:45	6. State Highway Fund (SHF) Program: Application Criteria Update	<p>Background The BMPO will be conducting its third competitive project application process this fall using its SHF funds for fiscal years 2028-2030. Review and confirmation to continue or revise the existing project application criteria and scoring system approved in 2022 is needed for this application cycle.</p> <p>Attachments/Links Attachment B: Memo, SHF Project Application Criteria and Scoring. Link to BMPO SHF Program webpage.</p> <p>Action Requested TAC recommendation to the Policy Board regarding project application criteria and scoring system. <i>Recommended language for motion: I move to recommend the project application criteria and scoring for the 2025 call for projects, [as presented / revised], to the Policy Board for approval.</i></p>	Andrea Napoli, BMPO
11:10	7. TAC Bylaws Amendments	<p>Background The Policy Board and staff have discussed potential changes to the BMPO Bylaws at several meetings over the past 2 years. Staff will review the proposed changes to the TAC Bylaws.</p> <p>Attachments/Links Attachment C: Draft TAC Bylaws</p>	Tyler Deke

		Action Requested Review the proposed changes and consider making a recommendation to the Policy Board to adopt the revised Bylaws. Recommended language for motion: <i>I move that the TAC recommend approval of the draft TAC Bylaws with/without modification to the BMPO Policy Board.</i>	
11:20	8. Member & Guest Roundtable	Time for TAC members to: <ul style="list-style-type: none"> • Provide updates on current projects and planning efforts. • Request future agenda topics. 	TAC Members
11:27	9. Public Comment		Tyler Deke
11:29	10. Next TAC Meeting	The next meeting of the BMPO TAC is scheduled for July 1, 2025, at 10:00 a.m.	Tyler Deke
11:30	11. Adjourn		Tyler Deke



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Meeting Summary

BMPO Technical Advisory Committee Meeting

Location: Council Chambers (City Hall)
710 NW Wall Street, Bend, Oregon
Date: April 01, 2025
Time: 10:00 a.m.
Prepared by: ABC Transcription Services, LLC.

In Attendance

Voting Members

1. Quinn Kever, Bend Park and Recreation District (BPRD)
2. Greg Bryant, Community member
3. James Dorofi, Community member
4. Susanna Julber, City of Bend
5. Brian Potwin, Commute Options
6. Tarik Rawlings, Deschutes County

Voting Member Alternates

1. Bob Townsend, Cascades East Transit (CET)
2. David Green, Deschutes County Bicycle and Pedestrian Advisory Committee (BPAC)
3. David Amiton, ODOT Region 4

Non-Voting Members

1. Angie Brewer, Department of Land Conservation & Development (DLCD)
2. Tyler Deke, BMPO Manager

BMPO Staff and Other Attendees

1. Andrea Napoli, BMPO Senior Planner
2. Kelli Kennedy, BMPO Program Coordinator

Notes

1. Call to Order and Introductions

Manager Deke called the meeting to order at 10:03 a.m. with a quorum established.

2. Hybrid Meeting Guidelines

Manager Deke reviewed the meeting guidelines.

3. Public Comment

Manager Deke called for public comment. There was none.

4. Meeting Summary

Materials referenced: March 4, 2025, BMPO TAC draft meeting minutes (Attachment A in the agenda packet).

Motion 1: Quinn Keever moved approval of the March 4, 2025, TAC draft meeting summary as presented. Brian Potwin seconded the motion which passed 8 to 0. (Ayes: Keever (City of Bend), Bryant (Community member), Dorofi (Community member), Potwin (Commute Options), Rawlings (Deschutes County), Townsend (CET), Green (BPAC), Amiton (ODOT). Nays: None. Abstain: None.)

5. Commute Options Program Updates

Materials referenced: The agenda packet had a link to the **Commute Options website**.

Brian Potwin presented an update detailing Commute Options' efforts to deliver the Safe Routes To School program and describing its partnership with CET to create a van pool program and the Get There rewards program expansion to incentivize walking, biking, and public transit for commuters.

Committee member's questions were addressed about Commute Options maps showing walking and bus routes for every local school; Commute Options' new hire; the vulnerability of relying heavily on federal funding; employers taking advantage of the van pool program; potentially expanding the van pool to a five passenger minimum; the City of Bend and Oregon State University Cascades offering additional employee incentives through the Get There rewards program; and potentially creating scholarship funds as incentives.

David Amiton agreed to return with more information about ODOT's statewide van pool subsidy.

6. Overview of Bend Park and Recreation District (BPRD) Current Projects

Materials referenced: The agenda packet had a link to the **BPRD Current Projects webpage**.

Quinn Keever described the improvements occurring at Miller's Landing Park, Manzanita Ridge Park, Riverfront Street and Deschutes River Trail, Hollinshead Park, the Art Station at Larkspur Park, Sawyer Park, Sylvan Park, Discovery Park West, North Unit Canal Trail, and Pine Nursery Park.

Committee member's questions were addressed about the Riverfront St and Deschutes River Trail project costs and replacing sewer pipes along Riverfront St; development standards and the lifespans of park equipment and trail surfaces; individually negotiating the easements along the North Unit Canal with private property owners; the Miller's Landing project completion in late 2025; adding more ADA parking spaces near the new ADA water access at Miller's Landing; Bend's 84 parks and 11 undeveloped sites; the lack of plans for the large BPRD-owned parcel southeast of Bend; and current projects to maintain and preserve assets, not increase the Maintenance Budget.

7. Cascades East Transit (CET) Updates

Materials referenced: The agenda packet had a link to the [CET website](#).

Bob Townsend updated on CET activities, including proposals for a new mission statement and logo; CET service expansion plans, rollout of the transit pass system in June 2025, and the upcoming fare rate structure being implemented in October 2025. He described the complexity of CET's funding situation and confirmed a rider survey would be completed in the fall.

Mr. Townsend addressed Committee members questions about four possible new Route 8 routes for public review; readjust routes after moving to the Mobility Hub system; Bend City Council prioritizing increased bus frequency over route expansion; the upcoming RFP for a payment vendor; the use of bus riders' personal information; the goal to reach the 25 to 30 percent national average for fare recovery rates; possibly reevaluating the rate structure and City subsidy level in one year, the mobile transit payment application; potentially using reverse ATMs for making transit payments; tracking the number of riders and routes rather than trips; free bus fares artificially inflating the estimated 500,000 bus riders per year.

Manager Deke noted CET was one of the biggest transit operators in the country without a permanent tax base to fund operations. He confirmed the BMPO would like to partner with CET and ODOT on the rider survey to capture usable transportation data.

8. State Highway Funds (SHF) Distribution Update

Senior Planner Napoli updated on the current and pending distribution of fiscal years 2028 – 2030 SHFs, noting the Policy Board had approved the allocations for the BMPO's project application process, staffing, and reserves. Changes had been proposed to reduce the amounts allocated to Bend's Street Preservation Program and the project application process due to new information from the Finance Department indicating higher staffing and reserve needs. The Policy Board would allocate the remaining funds at the April 18th meeting.

9. Member & Guest Roundtable

Deschutes County BPAC: David Green encouraged all to attend the Tri-County Bicycle and Pedestrian Summit next week, noting the event was being sponsored by the BMPO, Commute Options, and Envision Bend. Bob Townsend, Tarik Rawlings, and David Amiton would serve as panelists for the event.

10. Public Comment

There were no public comments.

11. Next TAC Meeting

The next meeting of the BMPO TAC is scheduled for May 6, 2025, at 10:00 a.m.

12. Adjourn

Manager Deke adjourned the meeting at 11:29 a.m.

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MEMO

To: BMPO Technical Advisory Committee (TAC)

From: Andrea Napoli, Senior Planner

Date: 5/27/2025

Re: Upcoming State Highway Fund (SHF) Competitive Project Application Process – Review of Project Criteria and Scoring

Topic

The BMPO will be conducting its third competitive project application process this fall using its SHF funds for fiscal years 2028-2030. Review and confirmation to continue or revise the existing project application criteria and scoring system approved in 2022 is needed for this application cycle.

Request

TAC recommendation to the Policy Board regarding project application criteria and scoring system.

Background

Established in 2020 and refined in 2022, the criteria topics (see Table 1) were based off the BMPO Metropolitan Transportation Plan (MTP) goals adopted by the joint City of Bend TSP / BMPO MTP Steering Committee in 2018. The criteria are broken into “Higher” and “Lower” levels of priority with a corresponding number of points available (max. 6 vs. max. 3) for an overall score. ***The resultant criteria scoring for each project application is simply one tool that the TAC uses (with consideration of other factors) when developing their funding recommendation to the Policy Board.***

Current Situation

Project criteria language used during the 2022 project solicitation is shown in Table 1, below, including suggested staff edits. Suggested edits are based on usefulness in past project solicitations. Direction from the TAC on revisions to the criteria language will be needed to finalize the 2025 SHF Project Application and Instructions Packet.



TABLE 1: PROJECT APPLICATION CRITERIA AND SCORING/RANKING SYSTEM, APPROVED IN 2022 (SUGGESTED STAFF EDITS HIGHLIGHTED)

Criterion	Level of Priority & Maximum Points
1. Project addresses a known safety concern or enhances safety.	High (6 points)
2. Project increases system capacity, quality, and/or connectivity for multiple users (drivers, cyclists, pedestrians, transit users).	High (6 points)
3. Project increases system efficiency (without increasing capacity or at lower cost, and/or system-wide benefit).	High (6 points)
4. Project improves transportation system or provides transportation-related benefit to those who do not drive .	High (6 points)
5. Project reduces Vehicle Miles Traveled (VMT) and/or emissions.	High (6 points)
6. Project advances equity in transportation / provides benefit to transportation disadvantaged populations. (Use Equity Mapping Tool , if applicable.)	High (6 points)
7. Project includes cost sharing beyond match and/or includes investment from other funding sources.	Low (3 points)
8. Project supports economic development.	Low (3 points)
9. Project encourages freight movement on appropriate routes (designated routes/arterials).	Low (3 points)

Suggested Language for Motion: “I move to recommend the project application criteria and scoring for the 2025 call for projects, [as presented / revised], to the Policy Board for approval.”

Note: SHF Project Application Process Schedule on following page.

TABLE 2: ANTICIPATED SHF PROJECT APPLICATION PROCESS SCHEDULE, 2025

Date	Item
June 3 TAC & June 20 Policy Board	Review previous project application criteria for revisions
September 1	SHF project application submittal to open
September 23	Application submittal deadline
October 7	TAC application workshop; applicants to present projects
November 4	TAC review/evaluate applications, make funding recommendation
November 21	Applicant presentations to Policy Board; Board to award funds

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
 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)
 Central Oregon Community College (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. The BMPO Policy Board may, at its discretion, appoint members that 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, by a majority vote, of the amended Bylaws, with or without modifications to the proposal.
- C. The Policy Board may adopt the amended TAC Bylaws by simple majority vote, following consideration of the TAC recommendation.