

# Agenda

## BMPO Policy Board

June 20, 2025

Hybrid Meeting

### Location

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

### Zoom webinar

Webinar ID: 812 9151 9763

Passcode: bmpo

Phone: 1-888-788-0099

### YouTube livestream

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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	<p><b>Attachments/Links</b> Attachment A: Policy Board draft meeting minutes for May 16, 2025.</p> <p><b>Action Requested</b> Review and approve the draft meeting minutes.</p> <p>Recommended language for motion: <i>I move approval of the May 16, 2025, Policy Board draft meeting minutes, as presented.</i></p>	Chair
12:12	5. Year-End Promissory Note	<p><b>Background</b> Government accounting standards do not allow negative cash balances at fiscal year-end (June 30). The activities of the BMPO are fully supported by grants which can only be requested</p>	Tyler Deke

		<p>on a reimbursement basis. The Policy Board is requested to approve the attached promissory note authorizing an operating loan from the City of Bend General Fund to the BMPO in an amount not to exceed \$200,000 to provide interim financing before grant funds are received. The loan will be repaid in July 2025 with received grant funds.</p> <p><b>Attachments/Links</b></p> <p>Attachment B: Promissory Note for fiscal year 2025 (FY25) year-end loan from the City of Bend.</p> <p><b>Action Requested</b></p> <p>Authorize the Policy Board Chair to sign the Promissory Note as presented.</p> <p>Recommended language for motion: <i>I move to authorize the Policy Board Chair to sign the Promissory Note to document the reimbursement practices of the City of Bend and BMPO and state law regarding year-to-year municipal budgets.</i></p>	
12:20	6. BMPO Policy Board Amended Bylaws Adoption	<p><b>Background</b></p> <p>The Policy Board and staff have discussed potential changes to the BMPO Bylaws at several meetings over the past 2 years. In May 2025, the Policy Board approved the draft Bylaws and initiated the 30-day agency review process. Staff will review the comments received and seek Policy Board adoption of the Bylaws.</p> <p><b>Attachments/Links</b></p> <p>Attachment C: Draft Policy Board Amended Bylaws.</p> <p>Attachment D: Summary of agency comments (to be provided before the meeting).</p> <p>Link to existing <b>Policy Board Bylaws (adopted 10/15/2019)</b>.</p> <p><b>Action Requested</b></p> <p>Consider adoption of the BMPO Policy Board Bylaw amendments.</p> <p>Recommended language for motion: <i>I move adoption of the proposed BMPO Policy Board Bylaw amendments as presented (or with edits).</i></p>	Tyler Deke

12:35	7. State Highway Fund (SHF) Program: Project Application Criteria Update	<p><b>Background</b>  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><b>Attachments/Links</b>  Attachment E: Memo, SHF Project Application Criteria and Scoring.  Link to <a href="#">BMPO SHF Program webpage</a>.</p> <p><b>Action Requested</b>  Approval of the SHF Program Project Application Criteria and Scoring.  Recommended language for motion: <i>I move to approve the project application criteria and scoring for the 2025 call for projects as presented (or with edits).</i></p>	Andrea Napoli, BMPO
12:55	8. Riverfront Street Design Project Update	<p><b>Background</b>  Riverfront Street is one of the last remaining “gaps” in the Deschutes River Trail through downtown. A design project aims to reconstruct the pavement, upgrade existing utilities, and build a multi-use path. An intergovernmental agreement exists between the City and Bend Park and Recreation District to fund the design project equally. The project budget includes \$346,750 from the City’s Street Preservation Budget and a Surface Transportation Block Grant award it received from the BMPO.</p> <p><b>Attachments/Links</b>  Link to <a href="#">Riverfront Street Design project webpage</a>.</p> <p><b>Action Requested</b>  None. Information item.</p>	Brad Tower, City of Bend
1:10	9. Community Member Appointments for BMPO Committees	<p><b>Background</b>  The Budget Committee has 2 vacancies, and the Technical Advisory Committee has 1 vacancy. The positions were advertised via news release, website messaging, social media, and emails to interested groups. A subcommittee of the Policy Board reviewed the applications.</p>	Chair & Staff

		<p><b>Attachments/Links</b> Attachment F: Applicants and Terms.</p> <p><b>Action Requested</b> Appoint members to the Budget Committee and Technical Advisory Committee.</p> <p>Recommended language for motion: <i>I move to appoint [names] to the Budget Committee and [name] to the Technical Advisory Committee to serve the terms as presented.</i></p>	
1:20	10. Letter of Support for City of Bend Grant Application	<p><b>Background</b> The City of Bend is applying for a federal Safe Streets and Roads for All (SS4A) FY25 grant and is seeking a letter of support. Staff will provide a brief overview of the grant application.</p> <p><b>Attachments/Links</b> Attachment G: Letter of Support for City of Bend SS4A FY25 grant application.</p> <p><b>Action Requested</b> Authorize the Policy Board Chair to sign the support letter as presented.</p> <p>Recommended language for motion: <i>I move to authorize the Policy Board Chair to sign the Letter of Support for the City of Bend Safe Streets and Roads for All fiscal year 2025 grant application.</i></p>	Tyler Deke
1:20	11. Other Business	<p><b>Member Updates/Requests</b> Time for board members to provide updates on current projects and planning efforts and request future meeting topics.</p> <p><b>Staff Updates</b></p> <ul style="list-style-type: none"> <li>• Bend Transportation Safety Action Plan status</li> </ul> <p><b>Next Meeting</b> The next meeting of the BMPO Policy Board is scheduled for July 18, 2025, at 12:00 p.m.</p>	Chair & Staff
1:25	12. Public Comment		Chair
1:30	13. Adjourn		Chair



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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: May 16, 2025

Time: 12:00 p.m.

Prepared by: ABC Transcription Services, LLC.

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## In Attendance

### Members

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

### BMPO Staff and Other Attendees

1. Tyler Deke, BMPO Manager
2. Andrea Napoli, BMPO Senior Planner
3. Kelli Kennedy, BMPO Program Coordinator
4. Bob Townsend, Cascades East Transit (CET)
5. James Dorofin, BMPO Technical Advisory Committee (TAC)

## Notes

### 1. Call to Order and Introductions

Chair Méndez called the meeting to order at 12:07 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 26, 2025, BMPO Budget Committee draft meeting minutes.  
(Attachment A in the agenda packet).

April 18, 2025, BMPO Policy Board draft meeting minutes (Attachment B in the agenda packet).

**Motion 1:** Omar Ahmed moved approval of the March 26, 2025, Budget Committee draft meeting minutes and the April 18, 2025, Policy Board draft meeting minutes as presented. Mike Riley seconded the motion which passed 2 to 0 to 1.

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

## 5. Policy Board Bylaws Amendments

Materials referenced: Draft Policy Board Bylaws (Attachment C in the agenda packet).

Draft TAC Amended Bylaws (Attachment D in the agenda packet).

Links were provided to the existing **Policy Board Bylaws (adopted 10/15/2019)** and **TAC Bylaws (adopted 10/19/2019)**.

Manager Deke presented the proposed amendments to the TAC Bylaws including changing Central Oregon Community College (COCC) to a non-voting member.

Following discussion, the Policy Board consented to the proposed TAC Bylaw amendments with additional changes to Article VI (Page 26 of the Agenda Packet), eliminating Paragraph C and modifying language in Paragraph B to require a simple majority vote to approve recommendations to the Policy Board regarding TAC Bylaw amendments.

Manager Deke reviewed the proposed amendments to the Policy Board Bylaws, noting minor edits and facilitating deliberation of the desired changes.

The Board discussed ensuring actions could not be blocked or controlled by any single entity; the Bend City Councilors' duty to inform the Council while representing the City on the BMPO; holding a separate conversation in the future regarding the BMPO Manager's ability to sign small contracts; and possibly meeting in Executive Session to provide input during the BMPO Manager's annual performance evaluation.

Board members agreed on several changes to the proposed amendments to the Bylaws including allowing actions to be approved by simple majority vote rather than by super majority; only allowing publicly elected Policy Board members to hold the Chair and Vice Chair positions; requiring that three out of five voting Policy Board members be present to conduct business as a quorum; removing the reference to Robert's Rules of Order; removing Article VI Paragraph B regarding adding future transportation providers to the TAC; clarifying language regarding the flexibility to select community members who did not live within the MPO boundary to serve on the Budget Committee or TAC; and allowing amendments to the Policy Board Bylaws to be approved by a super majority vote.

Manager Deke confirmed Staff would incorporate the changes, initiate the 30-day member review period for amending Policy Board Bylaws, and return next month for adoption of the amendments. Staff would also return in a couple months with a set of draft meeting rules for the Board's consideration.

**Motion 2:** Mike Riley moved approval of the proposed Bylaw amendments as amended and directed Staff to initiate the 30-day member review process. Omar Ahmed seconded the motion which passed 3 to 0.

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

## 6. Metropolitan Transportation Improvement Program (MTIP) Amendment

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

Kelli Kennedy presented the proposed amendment to add the ODOT Fleet Charging Equipment project to the MTIP, noting cost increases were proposed for the preliminary engineering and construction phases of the project using funds from state and federal carbon reduction programs. No public comments were received.

Omar Ahmed confirmed ODOT already had full access to the project funding, outlined locations for ODOT charging stations throughout the state, and clarified that the charging stations would be used by the ODOT maintenance fleet and would not be available to the public.

The Board discussed the potential for perceived conflict of interest versus situations legally requiring a declaration of conflict of interest. Omar Ahmed recused himself from the vote due to his position with ODOT.

**Motion 3:** Mike Riley moved approval of the proposed amendment to the 2024 – 2027 MTIP as presented. Phil Chang seconded the motion which passed 2 to 0 to 1.

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

## 7. Cascades East Transit (CET) Updates

Materials referenced: A link was provided to the [CET website](#).

Bob Townsend presented an update on 2025 CET initiatives, draft fare guidelines, the future of CET in Bend, and upcoming legislation including the proposed language defining a “qualified entity” under HB2795 and potential payroll tax increases in the 2025 Transportation Package.

Questions and comments were addressed about the expected launch dates for new bus routes; current inability to accommodate overnight parking for new bus routes going to Redmond and the airport; mitigating the abuse of Dial a Ride services through fare implementation; an alternative transportation package currently being proposed by the House of Representatives Republican caucus; CET’s \$30 million annual operating budget being largely composed of federal grant funding; and another potential transportation package being crafted by a joint subcommittee led by Representatives Mannix and Helfrich.

## 8. Subcommittee for Review of Citizen Member Applications

Materials referenced: Budget Committee Roster (Attachment F in the agenda packet).  
TAC Roster (Attachment G in the agenda packet).

Links were provided to the [BMPO webpage](#) and the [City of Bend Advisory Committee Application webpage](#).

Chair Méndez and Omar Ahmed volunteered to serve on the subcommittee to review the citizen member applications.

#### **9. Other Business**

Chair Méndez reported a recent car crash on Highway 97 had prompted multiple emails from citizens asking about potentially installing a barrier in some locations along Highway 97. The Bend Police Chief had relayed that traffic officers agreed installing a barrier was a high priority.

Omar Ahmed noted a barrier along Highway 97 was a need throughout the entire region, and he encouraged taking the opportunity to review and revise the Bend Parkway Plan accordingly.

Policy Board member agenda item requests:

Board members requested more information be provided at a future meeting about the potential need for barriers in some locations along Highway 97.

The next scheduled meeting of the Policy Board would be June 20, 2025, at 12:00 p.m.

#### **10. Public Comment**

James Dorofi stated \$500 was a lot to ask for an annual bus pass with the goal of getting more riders to use the bus system. He suggested charging \$250 for an annual bus pass and reviewing the price after 12 or 18 months.

Board members encouraged Mr. Dorofi to submit his comment formally to CET and consider providing additional input on the proposed cost of the monthly bus pass.

#### **11. Adjourn**

Chair Méndez adjourned the meeting at 1:56 p.m.



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## CITY OF BEND

### PROMISSORY NOTE

For value received, the **Bend Metropolitan Planning Organization** promises to pay to the **City of Bend, Oregon** the amounts described below according to the terms and conditions of this Promissory Note:

**Loan Amount:** The amount advanced by the City of Bend not to exceed Two Hundred Thousand Dollars (\$200,000.00).

**Interest:** Interest will not be charged.

**Repayment:** Sources of repayment will be grant funds to be received in July 2025. The Loan Amount described above is payable in one lump sum to the City of Bend General Fund immediately upon receipt of the grant funds but no later than July 31, 2025.

**Remedies:** The City of Bend may exercise any right or remedy available by law. All remedies under this promissory note are cumulative and not exclusive. Any election to pursue one remedy shall not preclude the exercise of any other remedy.

**Security Agreement:** The Bend Metropolitan Planning Organization agrees to the following:

1. Bend Metropolitan Planning Organization owes the City of Bend the Loan Amount shown above for current operations in advance of grant revenues being available. The City shall have a secured interest in the grant funds to be received by the Bend Metropolitan Planning Organization to secure repayment of funds advanced pursuant to this Promissory Note.
2. The amount owed by the Bend Metropolitan Planning Organization shall be paid according to the terms and conditions stated above.

DATED: June 18, 2025

**CITY OF BEND, OREGON**

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By: Eric King  
City Manager

**Bend Metropolitan Planning  
Organization**

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By: Ariel Méndez  
Chair

**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 metropolitan area; evaluate transportation alternatives that address the needs of the metropolitan BMPO area; develop and maintain a long-range transportation plan for the metropolitan BMPO area which covers a 20-year planning horizon; and develop a Metropolitan Transportation Improvement Program (MTIP) 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 through public meetings. The BMPO shall exercise leadership and initiative in planning and assisting development of efficient, integrated transportation system facilities and services in the BMPO metropolitan area.
- d. The area within the BMPO area includes the urban area as defined by the 2000 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 to the East and North as 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 2000 census count, this the BMPO area qualifies as a U.S. Census designated Urban Area.

### **Article III** **Membership, Terms of Office, Officers, and 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, and 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	<u>23</u>	<u>24</u>
Deschutes County	1	1
<u>ODOT</u>	1	1
<u>CET</u>	<u>1</u>	<u>1</u>
Total	5	<u>53</u>

- 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 IXVIII.
- 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 regen Department of Transportation Region 4 Manager or designee shall serve as the ODOT representative.
- 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 bBylaws 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 The alternates 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 on January 1 of each year.
- m. Each voting member of the Policy Board shall hold office until the party theyhe or she represents 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. Chair and Vice Chair shall be elected officials who are members of the BMPO Policy Board.
  - 3. The Chair shall preside at all meetings, public forums, and public hearings of the Policy Board.
  - 4. Except as otherwise provided herein, tThe Chair shall sign on behalf of the BMPO, contracts and other legal instruments.
  - 5. In the absence of the Chair, or upon hertheir/his inability to act or serve, the Vice Chair shall have the powers of the Chair.
  - 6. The Chair and Vice Chair will serve without compensation and shall serve for a period of one year, renewable.
  - 7. In the absence of the Chair and Vice- Chair, an acting Chair shall be selected by the Policy Board members present for the meeting.
  - 8. –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 as specified by resolution.

9. The Policy Board shall have the opportunity to provide input, during Executive Session, on the Manager's annual performance evaluation.

**Commented [KK1]:** PB recommendation to ask attorney for correct language regarding Executive Session.

- 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 three of the five voting members. If a quorum is not present, staff may share informational items with those present, of the representatives from the Oregon Department of Transportation, and Deschutes County, and two of the three City of Bend representatives.
- d. All meetings shall be conducted in accordance with the most current version of Robert's Rules of Order and the Oregon's Public Meetings Laws of Oregon.
- e. Any of the committees described below may establish other rules of procedure as deemed necessary for the conduct of business.
- f. The BMPO-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 BMPO-Manager shall provide semi-annual regular 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.

**Commented [KK2]:** PB request to come back with draft BMPO set of governing principles/rules (separate document).

- h. **Meeting Agendas.** Meeting agendas shall be prepared by the Manager in consultation with the Chair~~and Vice Chair~~. Items for the agenda, accompanying information, and written communications intended for consideration as part of an agenda item should be received by the [MPO](#)-Manager no later than five (5) business calendar 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~~if any~~, 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~~to notify affected local units of government and the general public of hearings through by way of~~ posting of notices, [notifying through the](#) 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](#)~~her/his~~ 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 identifieds 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 managerial staff representatives employed by each of the participating governmental entities. In addition, there may be one or more ex officio nonvoting representatives 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, such as a transportation or transit district, they shall be added to the TAC. In addition, a representative from any technical subcommittee or advisory group that is formed shall have a seat on the TAC. The Policy Board directive may also add additional positions (as members or as nonvoting members) to the TAC, such as a business representative, or a freight stakeholder.~~

e.b. 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 the BMPO staff, providing guidance and direction for development of the annual UPWP and work activities defined therein.

d.c. TAC Membership shall be as listed in the TAC Bylaws.

e.d. Organization and management of the TAC shall be according to the TAC bBylawss. The process for amending the TAC Bylaws is described in Article VI of the TAC Bylaws. adopted by the TAC and approved by the BMPO Policy Board.

f.e. The BMPO Policy Board will take into consideration the alternatives and recommendations of the TAC in the conduct of its business.

f. The meetings of the TAC shall be open to the public and shall comply with the Oregon's Public Meetings Laws of Oregon.

g. Members of the TAC may participate in Policy Board discussions as ex officio members at the discretion of the Chair.

g.h. 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 citizen members.
- b. Appointed community members~~residents~~.
  - 1. The ~~Bend~~-MPO Policy Board shall seek resident 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.
  - 2.
  - 3. Resident Community members shall serve staggered 3-year terms ending on June 30 to align with the business years of the BMPO.
  - 4. Community members and may be reappointed serve more than 1 term 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.
  - 3.5. Community members interested in serving more than 2 consecutive terms must participate in the standard application process in order to be considered.
  - 4.6. Resident Community members should reside within the BMPO boundary. The Policy Board may, at its discretion, appoint members that 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. shall reside within the BMPO metropolitan area boundary.
- c. The Budget Committee shall meet at least once each year to review the proposed budget and make a recommendation to the Policy Board to regarding adoption of the budget, as is or with or without modifications.
- d. The meetings of the Budget Committee shall be open to the public and shall comply with the Oregon's Public Meetings Laws of Oregon.
- 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 the Oregon's Public Meetings Laws.
- b. At the direction of the Manager and the Chair, subcommittees may be formed to investigate specific a particular work 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 the Oregon's Public Meetings Laws of Oregon.
- 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 supermajority vote of members. 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 December 2022 June XX, 2025.

\_\_\_\_\_  
BMPO Policy Board Chair \_\_\_\_\_ Date

\_\_\_\_\_  
BMPO Manager \_\_\_\_\_ Date

# Proposed Policy Board Bylaws - Agency Comments

Article	Comment Received	Staff Recommendation
III. Membership, Terms of Office, Officers and Voting	Section j - alternates. Question about added language "or appointed member"	Keep "or appointed member" for City of Bend. Remove "or appointed member" for Deschutes County.
III. Membership, Terms of Office, Officers and Voting	Section n - officers. Clarify Executive Session language for Manager review.	Modify language as follows. "The Policy Board shall have the opportunity to provide input on the Manager's annual evaluation. The input may be provided in Executive Session."
IV. Meetings, Conduct of Meetings, Quorum	Section h - meeting agendas. Question about providing material after 5 day deadline.	Keep language as is. Communications received after the deadline will be summarized and presented at the meeting.
IV. Meetings, Conduct of Meetings, Quorum	Section h - meeting agendas. Question about 5 day deadline listed twice.	Change first date from 5 business day to 6 business days to allow staff time to include materials in the agenda packet.
VIII. Formation of Special Committees	Section e - Other parts of Article VII only discuss Policy Board formation of special committees. TAC language seems out of place.	Either delete e. or move to TAC Bylaws.
IX. Amendments	Section d - recommendation to define super majority.	Consider changing the language to read "by a supermajority vote of members. A supermajority is defined as 4 of the 5 voting members."



# MEMO

**To:** BMPO Policy Board

**From:** Andrea Napoli, Senior Planner

**Date:** 6/13/2025

**Re:** Project Criteria and Scoring for Upcoming State Highway Fund (SHF) Competitive Project Application Process

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## Topic

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

## Request

Policy Board approval of project application criteria and scoring for 2025 SHF call for projects.

## 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 “high” and “low” levels of priority with a corresponding number of points available resulting in an overall score. ***Note: The resultant criteria scoring for each project application is simply a tool to assist in funding recommendations and decisions as there can be other factors to consider (e.g. readiness, availability of other funding sources, etc.).***

## Current Situation

Project criteria language used during the 2022 project solicitation is shown in Table 1, including the Technical Advisory Committee’s (TAC) recommended edits from their June 2, 2025 meeting. A decision from the Policy Board on revisions to the criteria language and scoring will be needed to finalize the 2025 SHF Project Application and Instructions Packet.

**TABLE 1: 2022 PROJECT APPLICATION CRITERIA AND SCORING/RANKING SYSTEM (2025 TAC RECOMMENDATION EDITS HIGHLIGHTED)**

Criterion	Level of Priority & Maximum Points
1. Project addresses a known <b>safety</b> concern or enhances safety.	High (6 points)
2. Project increases system capacity, quality, and/or connectivity for <b>multiple users (drivers, cyclists, pedestrians, transit users, and those who cannot drive)</b> .	High (6-10 points)
3. Project increases <b>system efficiency and/or reliability</b> (without increasing lane capacity or at lower cost, and/or system-wide benefit).	High (6 points)
4. <b>Project improves transportation system or provides transportation related benefit to those who do not drive.</b>	High (6 points)
5. Project reduces <b>Vehicle Miles Traveled (VMT)</b> and/or emissions.	High (6 points)
6. Project advances <b>equity</b> in transportation / provides benefit to transportation disadvantaged populations. (Use <b>Equity Mapping Tool</b> , if applicable.)	High (6 points)
7. Project includes <b>cost sharing</b> and/or includes investment from other funding sources.	Low (3 points)
8. <b>Project supports economic development.</b>	Low (3 points)
9. <b>Project encourages freight movement on appropriate routes (designated routes/arterials).</b>	Low (3 points)

### TAC Reasoning for Edits

- *Edits to Criterion 2:* To encourage benefits to multi-modal and vulnerable users.
- *Edits to Criterion 3:* For clarification.
- *Deletion of Criterion 4:* To reduce redundancy. It is now captured in Criterion 2.
- *Deletion of Criteria 8 & 9:* Based on usefulness in past project solicitations.

### Motion

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

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

# BMPO Community Member Applications

Recruitment Period: April 15, 2025 - May 15, 2025

OVERVIEW - APPLICATION COUNT & COMMITTEE VACANCIES				
Committee	Number of Applications Received	Number of Vacancies	Term Start Date	Term End Date
Budget Committee	3	2	7/1/2025	6/30/2028
Technical Advisory Committee (TAC)	6	1	10/1/2025	6/30/2028

APPLICATIONS RECEIVED				
Name (Last, First)	Application Date	Applied for:		Current Member (YES/NO)
Bryant, Greg	4/20/2025	Budget Committee		YES
Arnold, Chuck	5/6/2025	Budget Committee		YES
Forbes, Sydney	5/15/2025	Budget Committee		NO
Bryant, Greg	4/20/2025	TAC		YES
Mardenborough, Shankia	5/13/2025	TAC		NO
Thornburg, Jim	5/13/2025	TAC		NO
Wildenstein, Adam	5/13/2025	TAC		NO
Forbes, Sydney	5/15/2025	TAC		NO
Mazzolini, Austin	5/15/2025	TAC		NO



June 20, 2025

**LOCATION**

710 NW Wall Street  
Downtown Bend

**MAILING ADDRESS**

PO Box 431  
Bend, OR 97709

**PHONE**

(541) 693-2113  
Relay Users Dial 7-1-1

**WEB**

bendoregon.gov/mpo

**BMPO POLICY BOARD**

Ariel Méndez, Chair  
*City of Bend, Councilor*

Phil Chang, Vice-Chair  
*Deschutes County, Commissioner*

Melanie Kebler  
*City of Bend, Mayor*

Mike Riley  
*City of Bend, Councilor*

Omar Ahmed  
*ODOT, Central Oregon and Lower John Day Area Manager*

**BMPO STAFF**

Tyler Deke, AICP  
*Manager*

Andrea Napoli, AICP  
*Senior Planner*

Kelli Kennedy  
*Program Coordinator*

The Honorable Sean Duffy, Secretary  
US Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

**Re: Letter of Support for Safe Streets and Roads for All (SS4A) FY25 Grant Application**

Dear Secretary Duffy,

I am writing on behalf of the Bend Metropolitan Planning Organization (BMPO) Policy Board to express our support for the City of Bend's application to USDOT's Safe Streets and Roads for All (SS4A) grant program. The City's proposal to implement two innovative demonstration projects – Pre-Hospital Blood Transfusion and Asset Deployment Optimization Software – reflects a commitment to data-driven decision making with the goal of reducing fatalities and serious injuries on Bend's transportation network.

Each of the proposed projects explores an innovative way to improve emergency response within the City.

1. **Pre-Hospital Blood Transfusion:** By equipping emergency responders with the capability to administer blood transfusions at the scene of severe crashes, this program has the potential to significantly improve survival rates for critically injured individuals. This life-saving intervention aligns with our shared goal of reducing traffic-related fatalities.
2. **Asset Deployment Optimization Software:** Leveraging analytic software to optimize the deployment of emergency resources from their respective fire stations will enhance response times and improve operational efficiency. This tool will support a more resilient and responsive transportation system, particularly when deploying resources to high-risk corridors.

The BMPO is committed to supporting these Demonstration projects and recognizes their potential to inform broader safety strategies across the region. We are particularly enthusiastic about the City's commitment to using the insights and data gathered from these initiatives to inform a future update of the Bend Transportation Safety Action Plan. This iterative, evidence-based approach is essential to reducing severe injury and fatal crashes and creating a safer transportation system for all.

We look forward to continued collaboration with the City of Bend and stand ready to assist in the implementation and evaluation of these projects.

Thank you for your consideration of this project funding request. Please contact me if you have any questions.

Sincerely,

Ariel Méndez  
BMPO Policy Board Chair  
[amendez@bendoregon.gov](mailto:amendez@bendoregon.gov)

Cc: BMPO Policy Board