

# Agenda

## BMPO Policy Board

September 19, 2025

Hybrid Meeting

### Location

Council Chambers, Bend City Hall  
710 NW Wall, Bend, Oregon

### Zoom webinar

Webinar ID: 846 2384 6260  
Passcode: bmpo  
Phone: 1-888-788-0099

### YouTube livestream

---

9:30 a.m. Policy Board Meeting

Start Time	Item	Information	Presenters
9:30	1. Call to Order & Introductions		Chair Méndez
9:34	2. Hybrid Meeting Guidelines		Tyler Deke, BMPO
9:36	3. Public Comment		Chair
9:40	4. Meeting Minutes	<p><b>Attachments/Links</b> Attachment A: Policy Board draft meeting minutes.</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 August 15, 2025, Policy Board draft meeting minutes, as presented.</i></p>	Chair
9:42	5. Central Oregon Intergovernmental Council (COIC) Transportation	<p><b>Background</b> COIC secured grant funding for federal fiscal year 2025 (FFY25) to hire a transportation safety coordinator and continue transportation safety outreach throughout Central Oregon. In July</p>	Tyler Deke

	Safety Grant Match	<p>2024, the Policy Board approved match funding for the grant. COIC applied for grant funding for FFY26 to implement the safety communications plan. COIC is seeking match funding for the FFY26 grant.</p> <p><b>Attachments/Links</b></p> <p>None. Information will be provided during the meeting.</p> <p><b>Action Requested</b></p> <p>Consider BMPO support for the safety grant.</p> <p>Recommended language for motion: <i>I move the BMPO provide \$___ to COIC for the FFY26 safety grant local match requirement.</i></p>	
9:55	6. Sponsorship Program	<p><b>Background</b></p> <p>The fiscal year 2026 (FY26) BMPO budget includes sponsorship funding. Staff will review the draft Sponsorship Program policy.</p> <p><b>Attachments/Links</b></p> <p>Attachment B: Draft Sponsorship Program Policy</p> <p><b>Action Requested</b></p> <p>Review and consider approval of the Sponsorship Program Policy.</p> <p>Recommended language for motion: <i>I move approval of the Sponsorship Program Policy [as written or with edits].</i></p>	Tyler Deke
10:15	7. Bend Transportation Safety Action Plan (TSAP) Update – Status/Timeline	<p><b>Background</b></p> <p>The BMPO was awarded federal Safe Streets and Roads for All funding to update the Bend TSAP. Staff will provide a project status update.</p> <p><b>Attachments/Links</b></p> <p>Link to the <b>2019 Bend TSAP</b>.</p> <p><b>Action Requested</b></p> <p>None. Information item.</p>	Tyler Deke
10:25	8. Executive Session pursuant to ORS 192.660 (2)(i) to review and evaluate the employment-related performance of the chief		Chair

	executive officer or a public officer who does not request an open hearing.		
10:55	9. Return to Open Session		Chair
11:00	10. 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>• State Highway Fund Program – Solicitation Process Update</li> <li>• Upcoming work priorities: Annual Obligation Report, 2027-2030 Metropolitan Transportation Improvement Program (MTIP), and FY27 Budget</li> </ul> <p><b>Next Meeting</b>            The next meeting of the BMPO Policy Board is scheduled for October 17, 2025, at 12:00 p.m. This meeting is scheduled for 2 hours.</p>	Chair & Staff
11:10	11. Public Comment		Chair
11:15	12. Adjourn		Chair



#### Language Assistance Services & Accommodation Information for People with Disabilities

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please contact Kelli Kennedy at [kkennedy@bendoregon.gov](mailto:kkennedy@bendoregon.gov) or 541-693-2122. Relay Users Dial 7-1-1.



#### Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto con Kelli Kennedy en [kkennedy@bendoregon.gov](mailto:kkennedy@bendoregon.gov) o 541-693-2122. Los usuarios del servicio de retransmisión deben marcar el 7-1-1.



# Meeting Minutes

## BMPO Policy Board

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

Date: August 15, 2025

Time: 12:00 p.m.

Prepared by: ABC Transcription Services, LLC.

---

## In Attendance

### Members

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

### Member Alternates

1. David Abbas, City of Bend

### BMPO Staff and Other Attendees

1. Tyler Deke, BMPO Manager
2. Andrea Napoli, BMPO Senior Planner
3. Jamie Lemon, Federal Highway Administration Western Federal Lands
4. Bob Townsend, Cascades East Transit (CET)
5. Greg Bryant, BMPO Technical Advisory Committee (TAC)
6. James Dorofin, BMPO TAC

## Notes

### 1. Call to Order and Introductions

Chair Méndez called the meeting to order at 12:08 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: June 20, 2025, BMPO Policy Board draft meeting minutes (Attachment A in the agenda packet).

**Motion 1:** Phil Chang moved approval of the June 20, 2025, Policy Board draft meeting minutes as presented. Omar Ahmed seconded the motion which passed 3 to 0.  
(Ayes: Méndez (City of Bend), Chang (Deschutes County), Ahmed (ODOT), Abbas (City of Bend).  
Nays: None.)

## 5. Oregon Federal Lands Access Program (FLAP) Overview and Draft Statewide Needs Assessment

Materials referenced: Deschutes County FLAP funding summary (Attachment B in the agenda packet).

Links were provided to the [Oregon FLAP Statewide Needs Assessment website](#) and the [Draft Oregon FLAP Needs Assessment document](#).

Jamie Lemon provided an overview of the Western Federal Lands Highway Division (WFL) and Oregon FLAP program, highlighting the role of the Programming Decision Committee, which made project funding determinations after receiving recommendations from the Technical Advisory Group. The next Oregon FLAP Call for Projects would fund projects occurring in fiscal years 2029 and 2030 with a project submission window tentatively opening October 2025 through January 2026 and final funding decisions made in May or June 2026. She presented the draft FLAP Needs Assessment and outlined potential project needs identified within Deschutes County.

Questions were addressed about FLAP's revenue source being Title 23 Highway Trust Funds, which were funded primarily by the federal gas tax; the likelihood that programmatic prioritization of identified projects would occur after receiving information on future FLAP funding; FLAP's ability to fund construction or planning projects; not needing to have a project on the list in the FLAP Needs Assessment to apply during the Call for Projects; Program Decision Committee member term lengths; and safeguarding public funds intended to increase access to federal lands from being used to improve access to private luxury resorts.

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

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

A link was provided to the [News from the City of Bend webpage](#).

Manager Deke presented two proposed amendments to the 2024 – 2027 MTIP which involved cancelling a CET software project and reducing funding for an ODOT curb ramp project.

**Motion 2:** Phil Chang moved approval of the proposed amendments to the 2024 – 2027 MTIP as presented. David Abbas seconded the motion which passed 3 to 0.  
(Ayes: Méndez (City of Bend), Chang (Deschutes County), Ahmed (ODOT), Abbas (City of Bend).  
Nays: None.).

## 7. BMPO Technical Advisory Committee (TAC) Amended Bylaws Adoption

Materials referenced: Draft TAC Bylaws (Attachment D in the agenda packet).

Manager Deke reviewed the proposed changes to the TAC Bylaws.

The Board briefly discussed the complex requirements of Robert's Rules of Order, noting its principles were often simplified and adapted for use by local boards.

The Board considered the proposed TAC Bylaws amendments and consented to the following:

- Adding language to Article 4, Section F to state voting shall be conducted according to "the principles of" Robert's Rules of Order.
- Striking language from Article 5 referring to the most current version of Robert's Rules of Order.
- Adding language to Article 5 to state meetings would be conducted in accordance with "the principles of" Robert's Rules of Order and Oregon's Public Meetings Law.

Senior Planner Napoli clarified approving the TAC Bylaws amendments would change the membership status of Central Oregon Community College (COCC), not the Central Oregon Intergovernmental Council (COIC).

**Motion 3:** Phil Chang moved approval of the proposed TAC Bylaws as amended. Omar Ahmed seconded the motion which passed 3 to 0.

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

## 8. Federal Surface Transportation Legislation Reauthorization

Materials referenced: Draft BMPO response letter (Attachment E in the agenda packet).

Links were provided to the [Infrastructure Investment and Jobs Act website](#) and the [Request for Information webpage](#).

Manager Deke stated the United States Department of Transportation (USDOT) had issued a Request for Information (RFI) from the public and stakeholders seeking ideas and recommendations to inform the next transportation bill. Staff had modified the Association of MPOs' draft response template to increase local relevance, and it was presented for the Board's approval.

Clarification was provided around the purpose and timeline for the RFI comment period. The idea of sending a copy of the letter to the congressional delegation was mentioned.

**Motion 4:** David Abbas moved approval of the letter to USDOT regarding federal surface transportation legislation reauthorization as presented. Phil Chang seconded the motion which passed 3 to 0.

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

## 9. BMPO Committee Stipend Policy Update

Materials referenced: Adopted Committee Stipend Policy (Attachment F in the agenda packet).  
Revised Committee Stipend Policy (Attachment G in the agenda packet).

Manager Deke stated the current Stipend Policy contained language specific to one payment method. New payment methods were now available, so Staff recommended changing the language to allow BMPO Committee members to select a payment method. He confirmed the BMPO Stipend Policy was a simplified version of City of Bend's Committee member Stipend Policy.

**Motion 5:** Omar Ahmed moved approval of the revised BMPO Committee Stipend Policy as presented. Phil Chang seconded the motion which passed 3 to 0.

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

## 10. Other Business

Bend Transportation Safety Action Plan (TSAP) update status: Manager Deke reported a consultant team for the Bend TSAP update had been selected and draft contracts would be finalized during the last week of August 2025. The TSAP update process was expected to begin in September 2025. The federal grant funding the TSAP update had been received in 2023 and the BMPO was working with the Federal Highway Administration (FHWA) to amend the grant agreement to extend the deadline for completion until early 2027.

State Highway Fund (SHF) Program application cycle: Senior Planner Napoli reported the SHF Program application window would open September 1, 2025, and close September 23, 2025. An overview of applications received would be presented at the Policy Board's October meeting.

State Crash Trends Analysis: Ariel Méndez reported the Crash Trends Analysis showed a significant increase in fatal accident and serious injury statistics statewide after the pandemic. Bend's accident statistics reflected the increase locally, with slight improvement in 2024. He welcomed other sources of information and encouraged considering how to address the trends.

Deschutes County TSAP update: Manager Deke stated the Deschutes County TSAP update process was underway and an overview of the updated County TSAP would be presented to the Policy Board when it was near completion. Bend's upcoming TSAP update could potentially utilize US 97 corridor transportation data from the recently updated TSAPs of surrounding counties. He hoped the region would work together to fund safety improvements along the US 97 corridor due to the magnitude of serious or fatal crashes there in the last few years.

Omar Ahmed noted ODOT was going through a process similar to a TSAP update and he would provide Board members links to a related webinar and survey.

The Board discussed the possibility and potential drawbacks of holding a meeting to share information about FLAP grant opportunities and to coordinate projects in the region between different agencies. The importance of using funds strategically for maintenance before beginning new projects was emphasized. Omar Ahmed agreed to add the topic to the agenda for the next Central Oregon Area Commission on Transportation (COACT) meeting to be held on September 11, 2025.

The next scheduled meeting of the Policy Board would be September 19, 2025, at 12:00 p.m.

**11. Public Comment**

There was none.

**12. Adjourn**

Chair Méndez adjourned the meeting at 1:25 p.m.

---



**Language Assistance Services & Accommodation Information for People with Disabilities**

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please contact Kelli Kennedy at [kkennedy@bendoregon.gov](mailto:kkennedy@bendoregon.gov) or 541-693-2122. Relay Users Dial 7-1-1.



**Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad**

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto con Kelli Kennedy en [kkennedy@bendoregon.gov](mailto:kkennedy@bendoregon.gov) o 541-693-2122. Los usuarios del servicio de retransmisión deben marcar el 7-1-1.

# Policy

## BMPO Sponsorship Program

Approved by BMPO Policy Board

### I. Purpose

This Policy establishes the BMPO Sponsorship Program and outlines acceptable methods to award and subsequently utilize BMPO funds by BMPO staff and recipients of funding. The policy complies with BMPO fiscal policies related to funds identified in the budget to support and sponsor community partners in supporting BMPO goals and to promote collaboration in amplifying BMPO services through events and programming. The BMPO reserves the right to change the nature of the program at any time, including discontinuation of the program, and to work with community partners to meet the purpose of this policy.

### II. Policy Statement

The BMPO typically includes funds in the annual budget to support community events and programs that align with BMPO goals and initiatives. BMPO staff administer an application process and recommend sponsorship awards for Policy Board approval.

### III. Scope

This policy governs sponsorship funds identified in the annual budget. This policy also applies to all applicants and recipients of BMPO sponsorship funds through the BMPO Sponsorship Program.

### IV. Policy Terms & Provisions

#### A. Eligibility Requirements

1. Applicants for funding through the BMPO Sponsorship Program must meet one of the following eligibility requirements:
  - a. Entity registered with the Secretary of State with valid EIN and current W-9;
  - b. An individual with a valid Social Security Number and W-9 (note that

awarded funds may be taxable income under Federal IRS tax law); or

- c. Organizations not registered with the Oregon Secretary of State must have a fiscal sponsor identified that meets either requirement listed above via a fiscal sponsor agreement to accept funds on behalf of the applicant for the specified event or program. The BMPO may require both the applicant and the fiscal sponsor to indemnify and defend the BMPO and to assume all responsibility and liability for the event or program.

2. The applicant's event or program must meet the following eligibility requirements to be considered for BMPO funds:
  - a. Have a clear connection to BMPO goals and/or initiatives.
  - b. Demonstrate a clear public purpose.
  - c. Be open to all members of the public.
    - If a registration fee is required, a sliding scale or scholarship option must be available. A free alternative viewing option (e.g., livestream) is also acceptable.
  - d. Be accessible to individuals with disabilities, as set forth in the Americans with Disabilities Act (ADA).
  - e. Not discriminate against any protected class of people described in applicable federal, state, or local law.
  - f. Not promote religious or political agendas and must not discriminate against any protected class described in applicable federal, state, or local law.

This Policy does not apply to organizations which are governmental organizations or have a general governmental purpose. The BMPO may provide discretionary monies to these organizations in keeping with its general purpose and the benefits these organizations provide.

## B. Awarding Sponsorship Funds

Sponsorship applications will be reviewed by a review committee made up of BMPO staff and Policy Board members and evaluated for eligibility as described above. Application review timelines will be available on the BMPO website. The committee will provide recommendations to the Policy Board for final determination of awards. All award decisions are final; an appeal process is not available for applications not selected for funding. Successful applicants will be contacted by BMPO staff regarding the award amount and details. The award minimum is \$500, and the award maximum is \$2,500. Awards may not exceed \$2,500 each fiscal year per applicant. Applicants will

be awarded funds through a sponsorship agreement.

BMPO requirements for events must be followed according to BMPO policies. All sponsorship recipients must comply with applicable federal, state, and local law. Sponsorship approval in one year does not imply or guarantee approval in subsequent years.

The BMPO logo and/or name must be included in advertisements or promotions of the sponsored event.

### **C. Insurance Requirements**

Sponsorship agreements may include requirements for the applicant to provide proof of insurance for the event or program. Insurance requirements will be determined by the BMPO, after consideration of the event or program scope. Insurance requirements will be specified in the sponsorship agreement, and it is the applicant's responsibility to name the BMPO as additional insured and provide the Certificate of Insurance meeting the insurance requirements prior to BMPO's distribution of awarded funds.

### **D. Use of Funds**

Applicants of Sponsorship funds agree to utilize BMPO funds as described in this policy and the corresponding agreement.

Recipients of BMPO funds for Sponsorships are expected to contact BMPO staff if any intended use of the funds is not explicitly addressed in this Policy to seek confirmation of acceptable use of the funds.

#### **1. Acceptable Use**

- a. Event and program coordination, including, but not limited to, reasonable expenses for staff time, advertising, venue costs, and catering costs (excluding alcohol).
- b. Costs of any permitting fees or other requirements.
- c. Subsidize participation fees or create scholarship opportunities to increase event or program accessibility for low-income attendees/participants.
- d. Other uses if approved in advance and in writing by the BMPO Manager.

#### **2. Unacceptable Use**

- a. Purchase of alcohol or alcoholic beverages.
- b. Purchase of marijuana or consumables infused with ingredients derived from

marijuana.

- c. Purchase of products or services from any religious, church, creed, or sectarian organization or individual to promote religious purposes.
- d. Promotion of political activity (including a sitting, campaigning, or newly elected candidate), political organizations, and/or individual campaigns. As defined by the IRS, political organizations are parties, committees, associations, funds, or other organizations organized and operated primarily for the purpose of directly or indirectly accepting contributions or making expenditures in order to influence or attempt to influence the selection, nomination, election, or appointment of an individual to a federal, state, or local public office or office in a political organization.
- e. Purchase of products or services from entities that discriminate against any protected class of people described in applicable federal, state, or local law.
- f. Any other use or expense prohibited by the BMPO.

## E. Reporting and Transparency

Recipients may be required to complete a post event/program report and will coordinate and meet with the BMPO as requested. The post event/program report will include an accounting of how BMPO funds were applied to the event/program and a summary of the perceived impact on the local community, including how many people participated and the benefits experienced by participants. Any unspent funds must be returned to the BMPO and accounted for in a post event/program report. BMPO staff will utilize the post event/program form to ensure funds were applied appropriately and to inform future funding award decisions.

Non-compliance with any aspect of this Policy or a corresponding agreement, in the sole discretion of the BMPO, may result in the termination of a funding award and/or immediate recall of any dispersed funds.