

# Agenda

## BMPO Policy Board



December 19, 2025

Hybrid Meeting

### Location

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

### Zoom webinar

Webinar ID: 893 6836 1065

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	<b>Attachments/Links</b> Attachment A: Policy Board draft meeting minutes.  <b>Action Requested</b> Review and approve the draft meeting minutes.  Recommended language for motion: <i>I move approval of the November 25, 2025, Policy Board draft meeting minutes, as presented.</i>	Chair
12:12	5. Title VI Plan Adoption	<b>Background</b> The BMPO Title VI Plan (2019) has been updated in coordination with Oregon Department of Transportation (ODOT)'s Office of Engagement	Andrea Napoli, BMPO

		<p>and Civil Rights. Staff will review Title VI related changes at the federal level and resultant changes to the plan.</p> <p><b>Attachments/Links</b> Attachment B: Memo, BMPO Title VI Plan Update. Link to <b>Draft Title VI Plan</b>.</p> <p><b>Action Requested</b> Consider adoption of the updated Title VI Plan.</p> <p>Recommended language for motion: <i>I move approval of the Draft Title VI Plan, as presented.</i></p>	
12:35	6. Metropolitan Transportation Improvement Program (MTIP) Amendment	<p><b>Background</b> One amendment to the 2024-2027 MTIP is proposed. It applies to two ODOT projects with overlapping scopes. The changes include cancellation of two phases on one project and movement of the remaining funds to the other project. Public notice of the proposed amendment was provided online and via email notification to media and BMPO interest groups.</p> <p><b>Attachments/Links</b> Attachment C: Public notice with summary of the proposed amendment.</p> <p><b>Action Requested</b> Review and consider approval of the proposed amendment.</p> <p>Recommended language for motion: <i>I move approval of the proposed amendment to the 2024-2027 MTIP, as presented.</i></p>	Kelli Kennedy, BMPO
12:45	7. Policy Board Bylaws Adoption and Policy Board membership	<p><b>Background</b> The Policy Board adopted amended Bylaws in June 2025. After consultation with legal staff, staff determined the Policy Board must take additional action. The Policy Board reviewed and selected an option at its October 2025 meeting. Staff initiated the 30-day agency review process and did not receive any significant feedback. The Bylaws allow the Board to appoint nonvoting members. During prior meetings, the Board discussed appointing the CET Director as a nonvoting member.</p> <p><b>Attachments/Links</b></p>	Tyler Deke

		<p>Attachment D: Draft Policy Board Bylaws.</p> <p><b>Actions Requested</b></p> <ol style="list-style-type: none"> <li>1) Consider adoption of the BMPO Policy Board Bylaw amendments.</li> <li>2) Consider appointing CET Director as non-voting member of Policy Board</li> </ol> <p>Recommended language for motions:</p> <ol style="list-style-type: none"> <li>1) <i>I move approval of the proposed BMPO Policy Board Bylaws, as presented.</i></li> <li>2) <i>I move to appoint the CET Director as a non-voting member of the Policy Board</i></li> </ol>	
12:55	8. Reapprove Policy Board Decisions	<p><b>Background</b></p> <p>The Policy Board initiated a review of the BMPO Establishment Intergovernmental Agreement (IGA) and BMPO Policy Board Bylaws in late 2024. The Policy Board approved edits to the IGA in April 2025 and the Bylaws in June 2025. After consultation with legal counsel, staff determined the Policy Board must re-ratify decisions taken since the June 2025 meeting. Staff will review Policy Board actions and seek re-ratification of those decisions.</p> <p><b>Attachments/Links</b></p> <p>Attachment E: Memo, List of Policy Board actions.</p> <p><b>Action Requested</b></p> <p>Re-ratify Policy Board decisions from recent months.</p> <p>Recommended language for motion: <i>I move to reapprove the Policy Board motions listed in Attachment E.</i></p>	Tyler Deke
1:05	9. Bend Transportation Safety Action Plan (TSAP) Update – Appoint Special Committee and Project Update	<p><b>Background</b></p> <p>An update to the TSAP is underway. Staff recommend the Policy Board form a special project advisory committee to guide development of the TSAP. Staff will provide information about potential members. Staff will also provide a brief update on the status of the TSAP update.</p> <p><b>Attachments/Links</b></p> <p>Attachment F: Memo, Project Advisory Committee roster.</p> <p><b>Action Requested</b></p>	Tyler Deke

		Consider appointing a special Project Advisory Committee to guide development of the TSAP.  Recommended language for motion: <i>I move approval of the Project Advisory Committee roster, as presented.</i>	
1:15	10. Other Business	<b>Member Updates/Requests</b> Time for board members to provide updates on current projects and planning efforts and request future meeting topics.  <b>Staff Updates</b> <ul style="list-style-type: none"> <li>• Transportation Funding Ballot Measure</li> <li>• Upcoming work: FY27 Budget, FY26-FY27 UPWP amendment, 2027-2030 MTIP, and FFY25 Annual Obligation Report</li> </ul> <b>Next Meeting</b> The next meeting of the BMPO Policy Board is scheduled for January 16, 2026, at 12:00 p.m.	Chair & Staff
1:25	11. Public Comment		Chair
1:30	12. 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: November 25, 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. Vice Chair 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. Janet Hruby, City of Bend
5. Brian Potwin, Commute Options
6. Derek Hofbauer, City of Bend
7. Jesse Thomas, City of Bend
8. Greg Bryant, member of the public
9. Bob Townsend, Cascades East Transit (CET)
10. Chris Doty, Deschutes County
11. Michelle Rhoads, Bend-La Pine Schools (BLS)
12. David Abbas, City of Bend

## Notes

### 1. Call to Order and Introductions

Vice Chair Chang called the meeting to order at 12:02 p.m. with a quorum established.

### 2. Hybrid Meeting Guidelines

Manager Deke reviewed the meeting guidelines.

### 3. Public Comment

There were no public comments.

#### 4. Meeting Minutes

Materials referenced: October 17, 2025, BMPO Policy Board draft meeting minutes (Attachment A in agenda packet).

**Motion 1:** Mike Riley moved approval of the October 17, 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), Riley (City of Bend), Ahmed (ODOT). Nays: None.)

#### 5. State Highway Fund (SHF) Program: Project Funding Awards

Materials referenced: SHF Memo (Attachment B in agenda packet).

Public comments received (Attachment C in agenda packet).

Links were provided to the **SHF Program webpage** and the **October 7, 2025 BMPO TAC presentation**.

Senior Planner Napoli stated the Policy Board would be awarding SHF Program funds for Fiscal Years 2028 – 2030 (FY28-FY30) during this meeting. She provided a brief description of each project application received during the Call for Projects, the original funding amounts requested, ranking results of criteria-based scoring, project readiness factors, and flexibility to use alternate funding sources. She presented the TAC's funding recommendation, described Staff's work with applicants to reduce the funding requests, and outlined two public comments received, both in favor of funding sidewalk infill projects over programs. Two potential funding scenarios were presented for the Board's consideration.

Questions were addressed about the Bend Traffic Garden's low ranking due to having no identified location eligible for funding; applicants preferring Safe Routes to School (SRTS) program funding reductions to occur in later years to preserve program consistency; the differing scopes of the BLS and Commute Options SRTS programs, which would collaborate in the future to reach more schools inside the BMPO Boundary; underserved local schools that had requested SRTS education services that neither Commute Options or BLS had capacity to provide; creating sustainability in the SRTS program as it expands by equipping students and families with travel safety skills, involving community partners, and training teachers to provide safety education; the increase in total SRTS funding requests from \$210,000 during the previous Call for Projects to the current request for about \$300,000.

Board members and applicants discussed the typical funding streams used for City sidewalk projects and the BLS and Commute Options SRTS programs; prioritizing funding projects and programs that did not have alternative funding sources; CET's ability to find alternative funding for the Deschutes River Woods (DRW) Microtransit Pilot Program if the funding award was reduced; CET fronting the funds to begin the DRW Microtransit Pilot Project in 2027 as an experiment without assurance of continuity in an effort to provide equitable transit to underserved residents of DRW; potentially splitting the amount of the funding reduction equally between BLS and Commute Options SRTS programs in FY30 to allow time to seek additional program funding; and the City of Bend's Travel Options Assessment Education and Engagement program having no other identified funding source.

**Motion 2:** Mike Riley moved adoption of Funding Scenario 2 as revised to eliminate the deficit of \$31,335 by reducing funding for Commute Options SRTS and BLS SRTS proposals in FY30 by half of the deficit amount each. Ari Méndez seconded the motion which passed 3 to 0. (Ayes: Méndez (City of Bend), Chang (Deschutes County), Riley (City of Bend), Ahmed (ODOT). Nays: None.)

## 6. Bend Transportation Data Program

Materials referenced: A link was provided to the [Bend Transportation Data Hub webpage](#).

Jesse Thomas presented the Bend Transportation Data Program. He described the process of using multi-modal counting systems to evaluate transportation system use and integrating the data into reports to inform decision-making in the City, County, and community organizations regarding infrastructure planning and targeted enforcement. Permanent transportation counting technology currently used in Bend was outdated and unable to accurately count bicyclists and pedestrians. The City was requesting \$17,244 from the BMPO to purchase two new mobile counters, prior to the City developing a new Transportation Model in June 2026.

Questions and comments were addressed about mobile counters being a physical camera working with a machine learning algorithm to create data at a cost of \$800 yearly, which was similar to the cost of using outdated mobile counters; key benefits of gathering data from mobile counters including better informed pedestrian infrastructure planning, bike lane safety enhancements, and targeted speeding enforcement; the City and ODOT transitioning to a new software program to develop a Travel Demand Model; potential to use the Consultant line item in the BMPO Budget with over \$100,000 available to fund purchasing the mobile counters; planning to make transportation data sets available to the BMPO and the public; the City converting to an integrated Geographic Information System (GIS) database system to use with the new mobile counting technology; waiting for the next City Budget cycle to fund the mobile counters, if not funded by the BMPO; and collecting data on roads with shared jurisdiction within the BMPO Boundary.

**Motion 3:** Mike Riley moved approval of \$17,244 to the City of Bend to purchase two mobile counters. Ari Méndez seconded the motion which passed 2 to 1. (Ayes: Méndez (City of Bend), Chang (Deschutes County), Riley (City of Bend). Nays: Ahmed (ODOT).)

## 7. Other Business

Referendum on HB3991: Chair Méndez reported a significant number of signatures had been collected for the referendum effort on HB3991, noting if the effort succeeded all approved funding would be paused until November 2026. He was unsure whether the State Legislature would have a chance to address the potential referendum during short session, and he shared concerns about winter road maintenance and continued transit funding.

Bend Transportation Safety Action Plan (TSAP) Update: Manager Deke reported that the City would begin the TSAP update process in January 2026. The BMPO would lead the project, but it would come down to the City allocating funding through capital improvement projects and

programs to implement the plan update. He noted Staff was struggling to find time for the Policy Board on the City Council agenda, which was filled through August 2026.

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

**8. Public Comment**

There was none.

**9. Adjourn**

Vice Chair Chang adjourned the meeting at 2:03 p.m.



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# MEMO

**To: BMPO Policy Board**

**From: Andrea Napoli**

**Date: 12/12/2025**

**Re: BMPO Title VI Plan Update**

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## Background and Request

The BMPO is federally required to have a Title VI Plan assuring its commitment to non-discrimination. The BMPO reviews the plan for potential updates every 3 years. The last Title VI Plan update was completed in 2019. A review in 2022 determined that an update was not needed at that time. Due to recent Title VI related changes at the federal level, however, a plan update was initiated in 2025.

The TAC reviewed and recommended approval of the updated draft Title VI Plan at their September 2 meeting and a 21-day public comment period closed on September 23. No public comments were received. The September draft version has since had revisions based on FHWA and ODOT comments received.

The Policy Board is being asked to consider adoption of the **draft Title VI Plan**.

## Title VI Definition

Title VI of the Civil Rights Act of 1964, prohibits discrimination based upon race, color, and national origin. Specifically, 42 USC 2000d states that *"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."* The Civil Rights Restoration Act of 1987 established that Title VI applies to all programs and activities of Federal-aid recipients, subrecipients, and contractors whether those programs and activities are federally funded or not.



## BMPO Title VI Plan Contents

The BMPO Title VI Plan addresses nondiscrimination in four sections, summarized below:

- **Section I** provides information on the organization and operation of the BMPO.
- **Section II** outlines the principles and regulations related to nondiscrimination and responsibilities of the BMPO.
- **Section III** presents U.S. Census data of Title VI protected populations within the BMPO area and refers to the online BMPO Demographic Mapping Tool.
- **Section IV** summarizes how nondiscrimination principles and requirements have been incorporated into planning activities.
- The **Appendix** includes required Title VI Assurances, the Title VI complaint procedures and complaint forms (in English and Spanish), and plan update comments received.

## Recent Title VI-related Changes

The BMPO's Title VI Plan has generally followed FHWA's Title VI Program. It is important to differentiate Title VI (the law) from FHWA's Title VI Program, and changes since the BMPO's plan was last adopted (2019) to today (2025), as shown in Tables 1 & 2, below. Note that FHWA's Title VI Program includes coverage stemming from other related federal statutes and authorities.

**TABLE 1: TITLE VI THE LAW VS. TITLE VI THE PROGRAM IN 2019**

Title VI of Civil Rights Act Coverage	FHWA Title VI Program Coverage
Race	Race
Color	Color
National Origin	National Origin
	Disability
	Sex
	Age
	Low Income & Linguistic Minorities (Limited English Proficiency "LEP")

**TABLE 2: TITLE VI THE LAW VS. TITLE VI THE PROGRAM IN 2025**

Title VI of Civil Rights Act Coverage	FHWA Title VI Program Coverage
Race	Race
Color	Color

Title VI of Civil Rights Act Coverage	FHWA Title VI Program Coverage
National Origin	National Origin
	Disability
	Sex
	Age

As shown in the tables above, Title VI (the law) protected populations have not changed. However, due to the recent rescission of two Title VI *related* Executive Orders, FHWA's Title VI Program coverage has changed.

Executive Orders (EO) rescinded in 2025:

- **EO 12898** (re: Environmental Justice) directed federal agencies to evaluate impacts on low-income and minority populations and ensure that there are not disproportionate adverse environmental, social, and economic impacts on communities, specifically minority and low-income populations. This order also directed federal agencies to provide enhanced public participation where programs may affect such populations.
- **EO 13166** (re: LEP) was intended to improve access to federally conducted and federally assisted programs and activities for those who, because of national origin, have limited English language proficiency. The order required federal agencies to review services, identify needed services, and develop and implement a program so LEP populations have meaningful access.

Additionally, changes to FHWA's Title VI Program since the BMPO Title VI Plan was last adopted include edits to the Title VI Complaint Process and confirmation that Title VI plans include FHWA standard Assurances.

## Resultant Changes to the BMPO Title VI Plan

Due to the recent Title VI related changes noted above, ODOT Office of Engagement and Civil Rights staff and FHWA staff have advised BMPO to update the Title VI Plan in the following ways:

- Remove Environmental Justice (EO 12898) from the plan and "low-income" as a covered population in FHWA's Title VI Program.
- Remove LEP (EO 13166) from the plan and "LEP" as a covered population in FHWA's Title VI Program. Where feasible, replace "LEP" with "Language Access".
- Add signed Title VI Assurances.
- Update Title VI Complaint Process to show investigations are conducted by FHWA.
- Suggest we confirm compliance with recent Title VI corrective actions issued by FHWA to the Salem-Kaiser area MPO (SKATS).

Based on this direction, BMPO staff have included the following revisions to the plan:

- Removed the subject EO's.
- Deleted the term "Environmental Justice" and replaced "LEP" with "Language Access" or "those with limited English proficiency", where applicable.
- Deleted mapping of low-income and LEP populations, so only FHWA's current Title VI Program covered populations are mapped in the plan (e.g.: seniors, race & ethnicity, and disability). Note that mapping of low-income and LEP populations, as well as other traditionally underserved populations, are provided in our online BMPO Demographic Mapping Tool, which is described in the plan.
- Added signed Assurances (the standard FHWA language).
- Added a signed non-discrimination policy statement (based on SKATS Title VI corrective actions).

# News Release

For Immediate Release

November 21, 2025

## BMPO Notice of Metropolitan Transportation Improvement Program (MTIP) Amendment

**21-Day Public Comment Period Open through December 11, 2025**

The **Bend Metropolitan Planning Organization (BMPO) Policy Board** will consider approval of one amendment to the **2024-2027 MTIP** at their regularly scheduled meeting, on December 19, 2025 at 12:00 p.m. The proposed amendment includes changes to two projects. Public comments can be submitted via email for the next three weeks to [kkennedy@bendoregon.gov](mailto: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.

**TABLE 1: SUMMARY OF AMENDMENT**

Project Number	Project Name & Description	Previous Project Total	New Project Total	Changes
20391	<b>US20: Empire - Greenwood (3rd St, Bend).</b> Pavement preservation, ADA upgrades, sidewalks, bike lanes, pedestrian crossing, sign and signal upgrades to increase safety for travelers and extend the life of the road.	\$ 1,994,889	\$ 1,844,889	Cancel project and move remaining funds to project key number 22791, increasing the Preliminary Engineering phase.
22791	<b>US20: (3rd Street) at Empire.</b> Replace the traffic signal at the intersection of US20 at Empire Avenue to accommodate increased traffic volumes and safety issues to account for the	\$ 250,000	\$ 400,000	Increase the Preliminary Engineering phase \$150,000, moving funds from



Project Number	Project Name & Description	Previous Project Total	New Project Total	Changes
	proposed elements that are part of the Bend North Corridor Infra Grant project. Pedestrian and bicycle infrastructure can be incorporated into traffic controlled crossing and ADA deficiencies can be addressed.			cancelled project key 20391.

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**Bend Metropolitan Planning Organization  
Policy Board Amended Bylaws  
Effective ~~June 20, 2025~~ December 19, 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, 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	2	2
Deschutes County	1	1
ODOT	1	1
<del>CET</del>	<del>1</del>	<del>1</del>
Total	<u><del>45</del></u>	<u><del>45</del></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 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.g.~~ 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.h.~~ 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.~~

j.i. A vacancy on the BMPO Policy Board shall be filled by the party that appointed the member who created the vacancy.

k.j. 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.

l.k. 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.

m.l. 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, the Chair shall sign on behalf of the BMPO, contracts and other legal instruments.
5. In the absence of the Chair, or upon their 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 on the Manager's annual evaluation. The input may be provided in Executive Session.

n.m. 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.

- ~~e-n.~~ 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.
- d. All meetings shall be conducted in accordance with 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 six (6) 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. 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.
- c. TAC Membership shall be as listed in the TAC Bylaws.
- d. Organization and management of the TAC shall be according to its Bylaws. The process for amending the TAC Bylaws is described in Article VI of the TAC Bylaws.
- 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 Oregon’s Public Meetings Law.
- g. Members of the TAC may participate in Policy Board discussions as ex officio members at the discretion of the Chair.
- 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 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. The 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. 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.

## 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 ~~super~~majority vote of members. A ~~super~~majority is defined as 34 of the ~~45~~ voting 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 19~~June 20~~, 2025.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# MEMO

**To:** BMPO Policy Board

**From:** Tyler Deke, BMPO Manager

**Date:** 12/12/2025

**Re:** Reapproval of Policy Board Decisions

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## Background

The Policy Board initiated a review of the BMPO Establishment IGA and Policy Board Bylaws in late 2024. The Policy Board approved edits to the IGA in April 2025 and the Bylaws in June 2025. After consultation with legal counsel, it was determined that one change to Policy Board membership approved in the Bylaws could not take effect until the IGA is amended.

The Policy Board will be asked to adopt revisions to the Bylaws at this meeting. After the Bylaws are adopted, legal counsel recommends the Policy Board reapprove decisions taken since the June 2025 meeting.

## Policy Board Decisions

Listed below are Policy Board actions taken since the adoption of the Bylaws at the June 2025 meeting.

### June 2025

- Motion 4: Approval of State Highway Fund (SHF) project application criteria
- Motion 5: BMPO Manager authorization to adjust SHF awards by up to ten percent or \$25,000, whichever is less, as needed
- Motion 6: Appoint Greg Byrant and Sydney Forbes to Budget Committee and Sydney Forbes to Technical Advisory Committee
- Motion 7: Authorize Policy Board Chair to sign the Letter of Support for the City of Bend Safe Streets and Roads for All FY25 grant application

### July 2025

- Meeting cancelled



August 2025

- Motion 1: Approval of June 20, 2025, Policy Board meeting minutes
- Motion 2: Approval of the proposed amendments to the 2024 – 2027 Metropolitan Transportation Improvement Program (MTIP)
- Motion 3: Approval of the proposed TAC Bylaws
- Motion 4: Approval of letter to USDOT regarding federal surface transportation legislation reauthorization
- Motion 5: Approval of revised BMPO Committee Stipend Policy

September 2025

- Motion 1: Approval of BMPO providing \$5,000 to COIC for the FFY26 safety grant local match requirement to be paid in State Fiscal Year 2027
- Motion 2: Approval of the Sponsorship Program Policy as amended
- Motion 3: Approval of August 15, 2025, Policy Board meeting minutes
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October 2025

- Motion 1: Approval of September 19, 2025, Policy Board meeting minutes
- Motion 2: Approval of Fiscal Year 2026 Supplemental Budget by way of Resolution 2025-04
- Motion 3: Approval to allocate \$133,000 of earned interest to Reserves and \$2,000 of earned interest for BMPO operating costs not covered by federal funding
- Motion 4: Approval to authorize a contract with Kittelson and Associates for the Bend TSAP Update
- Motion 5: Approval of proposed amendments to the 2024 – 2027 MTIP

November 2025

- Motion 1: Approval of October 17, 2025, Policy Board meeting minutes
- Motion 2: Approval of projects for FY28-FY30 SHF Program funding
- Motion 3: Approval of \$17,144 to the city of Bend to purchase two mobile counters

**Action Requested**

Reapprove the Policy Board decisions listed above.





# MEMO

**To:** BMPO Policy Board

**From:** Tyler Deke, BMPO Manager

**Date:** 12/9/2025

**Re:** Bend Transportation Safety Action Plan Project Advisory Committee

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## Background

An update to the Bend Transportation Safety Action Plan (TSAP) is underway. The TSAP will follow the **Safe System Approach**, the principles of which include:

- Death and Serious Injuries are Unacceptable
- Humans Make Mistakes
- Humans Are Vulnerable
- Responsibility is Shared
- Safety is Proactive
- Redundancy is Crucial

Objectives of the Safe System Approach include:

- Safer People
- Safer Roads
- Safer Vehicles
- Safer Speeds
- Post Crash Care

Following the Safe System Approach requires involvement of additional stakeholders. Staff recommend the Policy Board form a special Project Advisory Committee (PAC) to guide development of the TSAP. The Policy Board Bylaws (Article VIII) allow for formation of Special Committees.



## **PAC Membership**

Staff recommend the PAC include existing Technical Advisory Committee (TAC) members and other local agency representatives that have a role in transportation safety. Staff recommend PAC membership include representatives of the following entities:

### **BMPO TAC Members**

- 1) Bend-La Pine Schools
- 2) Bend Park and Recreation District
- 3) Cascades East Transit
- 4) Community Members (2)
- 5) Commute Options
- 6) City of Bend
- 7) Deschutes County
- 8) Oregon Department of Transportation (ODOT)
- 9) Deschutes County Bicycle and Pedestrian Advisory Committee
- 10) Oregon State University-Cascades
- 11) BMPO Manager (non-voting)
- 12) Central Oregon Community College (non-voting)
- 13) Oregon Department of Land Conservation and Development (non-voting)
- 14) Federal Highway Administration (non-voting)
- 15) Federal Transit Administration (non-voting)

### **Other Members**

- 1) Deschutes County Road Department
- 2) ODOT Region 4 Traffic
- 3) ODOT Region 4 Transportation Safety
- 4) Bend Police
- 5) Bend Fire and Rescue
- 6) Central Oregon Intergovernmental Council Transportation Safety
- 7) Deschutes County Sheriff
- 8) Deschutes County Public Health
- 9) City of Bend Transportation and Mobility Department

## **PAC Meetings and Responsibilities**

- The BMPO Manager or designee will serve as Chair of the PAC.
- The PAC is expected to meet three times during development of the TSAP.
- The PAC will assist in development of the TSAP and make formal recommendations to the Policy Board.
- Meetings of the PAC shall comply with Oregon's Public Meetings Law.