

Meeting Minutes

BMPO Policy Board

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

Date: June 20, 2025

Time: 12:00 p.m.

Prepared by: ABC Transcription Services, LLC.

In Attendance

Members

1. Chair Ariel "Ari" Méndez, Bend City Councilor
2. Mike Riley, Bend City Councilor

Member Alternates

1. Ken Shonkwiler, Oregon Department of Transportation (ODOT) Region 4
2. Nick Lelack, Deschutes County

BMPO Staff and Other Attendees

1. Tyler Deke, BMPO Manager
2. Andrea Napoli, BMPO Senior Planner
3. Kelli Kennedy, BMPO Program Coordinator
4. Brad Tower, City of Bend
5. Chuck Arnold, BMPO Budget Committee member
6. David Abbas, City of Bend

Notes

1. Call to Order and Introductions

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

2. Hybrid Meeting Guidelines

Manager Deke reviewed the hybrid meeting guidelines.

3. Public Comment

There was none.

4. Meeting Minutes

Materials referenced: May 16, 2025, BMPO Policy Board draft meeting minutes (Attachment A in the agenda packet).

Motion 1: Mike Riley moved approval of the May 16, 2025, Policy Board draft meeting minutes as presented. Ken Shonkwiler seconded the motion which passed 3 to 0 to 1.
(Ayes: Méndez (City of Bend), and Riley (City of Bend), and Shonkwiler (ODOT). Nays: None.
Abstain: Lelack (Deschutes County).)

5. Year-End Promissory Note

Materials referenced: Promissory Note for fiscal year 2025 (FY25) year-end loan from the City of Bend (Attachment B in the agenda packet).

Manager Deke explained the process of utilizing an overnight loan from the City of Bend to close out the fiscal year in the positive due to the BMPO operating on a reimbursement basis.

Motion 2: Mike Riley moved 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. Nick Lelack seconded the motion which passed 3 to 0.
(Ayes: Méndez (City of Bend), Riley (City of Bend), Shonkwiler (ODOT), Lelack (Deschutes County). Nays: None. Abstain: None.)

6. BMPO Policy Board Amended Bylaws Adoption

Materials referenced: Draft Policy Board Amended Bylaws (Attachment C in the agenda packet).
Summary of agency comments (Attachment D in the agenda packet).
A link was provided to the existing **Policy Board Bylaws (adopted 10/15/2019)**

Manager Deke reviewed the proposed amendments to the Policy Board Bylaws, noting that although the BMPO intergovernmental agreement (IGA) was still being revised, the Board could potentially vote to adopt the Bylaws at this meeting. He outlined the comments received from the City of Bend and Deschutes County regarding the proposed amendments to the Bylaws and shared Staff recommendations for addressing the concerns expressed.

The Board briefly discussed the benefits of allowing voting BMPO members the flexibility to select an alternate member from a preapproved list of alternates created in advance by the respective governing body.

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

- Article III Section J unchanged and accepting changes as presented to Article IV Section H.
- Accepting proposed clarifying language in Article III Section N regarding the opportunity for the Policy Board to provide input on the BMPO Manager's annual evaluation during Executive Session.
- Revising Article IV Section H to require submission of agenda packet materials six business days in advance.
- Revising Article IX Section D to define a supermajority as four of the five voting members.
- Deleting Article III Section I and Article VII Section E.

Motion 3: Mike Riley moved adoption of the proposed BMPO Policy Board Bylaw amendments as revised. Ken Shonkwiler seconded the motion which passed 3 to 0.

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

7. State Highway Fund (SHF) Program: Project Application Criteria Update

Materials referenced: Memo, SHF Project Application Criteria and Scoring (Attachment E in the agenda packet).

A link was provided to the [BMPO SHF Program webpage](#).

Senior Planner Napoli provided background on previous SHF Project Application processes and presented the Technical Advisory Committee's recommendations to the Policy Board for updating the application criteria and scoring for the upcoming Call for Projects beginning in September 2025.

Questions and comments were addressed about scoring applications without requiring a cost comparison to project alternatives; providing explanatory language below each criterion to request supporting data; examples of projects with system-wide benefits; considering project readiness, permitting, and the ability to secure funding; potentially adding more language about project readiness in the application; further information available through funding tables in the application and presentations by the applicant to the Board; the \$350,000 in funding provided yearly by the SHF program to complete projects located within the right-of-way; criteria reflecting previous efforts to reduce vehicle miles traveled (VMTs) and other goals in the Transportation System Plan (TSP) and Metropolitan Transportation Plan (MTP); and the unanimous consent given by TAC members regarding the criteria recommendations.

The Policy Board considered the TAC's recommendations and consented to the following:

- Keeping Criteria 1, 2, 5, 6, and 7 unchanged.
- Moving language about project costs from Criterion 3 to the explanatory statement below.
- Revising Criterion 3 to state "Project increases system efficiency and/or reliability without increasing lane capacity and demonstrates system-wide benefit."
- Deleting Criteria 8 and 9.

Staff would provide the revised language to Board members for review before beginning the 2025 Call for Projects.

Senior Planner Napoli requested the Board consider allowing the BMPO Manager to make minor adjustments to funding awards without approval from the Policy Board. She described reasons for adjusting funding amounts and confirmed funds remaining after projects were completed would be returned to the BMPO for reallocation.

Motion 4: Mike Riley moved to approve the project application criteria and scoring for the 2025 Call for Projects as amended. Nick Lelack seconded the motion which passed 3 to 0.

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

Motion 5: Mike Riley moved to authorize the BMPO Manager to adjust SHF awards by up to ten percent or \$25,000, whichever is less, as needed. Ken Shonkwiler seconded the motion which passed 3 to 0.

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

8. Riverfront Street Design Project Update

Materials referenced: A link was provided to the [Riverfront Street Design project webpage](#).

Senior Planner Napoli noted funding for the Riverfront Street Design project was provided by Surface Transportation Block Grant (STBG) funds that were returned to the BMPO after being awarded to a previous project that did not use the funds.

Brad Tower presented an update on the Riverfront Street Design Project outlining the project area, goals and current design specifications, funding status, and timeline. He reviewed topics of public input used to inform design alternatives, with the public showing favor to the one-way road design concept. He shared proposed designs for Riverfront St, a raised pedestrian crossing at Galveston Ave, and a 10-foot-wide path connecting the Deschutes River Trail. He noted the design was at nearly 30 percent completion, and solutions to address stormwater in the area were still being considered.

Questions were addressed about designing vertical stormwater drainage to keep the river from surging into stormwater facilities; the vague project cost estimate of single-digit millions of dollars, depending on the solution chosen for stormwater; keeping the option to receive credits for treating stormwater offsite as a last resort; Bend Park and Recreation District's report of permeable surface stormwater solutions requiring heavy maintenance; the inability to break the trail project into separate phases due to its integral nature; and the possibility to complete quick-build projects for traffic calming in the area if funding was allocated.

9. Community Member Appointments for BMPO Committees

Materials referenced: Applicants and Terms (Attachment F in the agenda packet).

Chair Méndez and ODOT representative Omar Ahmed met previously to review the applications for community member appointments to BMPO committees and decided to recommend reappointing Greg Bryant to serve on the Budget Committee, and appointing Sydney Forbes to serve on both the Budget Committee and Technical Advisory Committee. Chuck Arnold was thanked for his invaluable service on BMPO Committees.

Motion 6: Mike Riley moved to appoint Greg Bryant and Sydney Forbes to the Budget Committee and Sydney Forbes to the Technical Advisory Committee to serve the terms as presented. Ken Shonkwiler seconded the motion which passed 3 to 0.

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

10. Letter of Support for the City of Bend's Grant Application

Materials referenced: Letter of Support for the City of Bend's SS4A FY25 grant application (Attachment F in the agenda packet).

Manager Deke requested the Board to authorize signing a Letter of Support for the City of Bend's Safe Streets and Roads for All grant application. The City would use the funds to upgrade communications software for fire and ambulance dispatch in the surrounding service area and purchase equipment for emergency onsite blood transfusions.

Motion 7: Mike Riley moved to authorize the Policy Board Chair to sign the Letter of Support for the City of Bend Safe Streets and Roads for All FY25 grant application. Nick Lelack seconded the motion which passed 3 to 0.

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

11. Other Business

Fatality review process: Chair Méndez reported on an individual being struck and killed by a vehicle in the ACE Hardware parking lot on Third St and on a local child recently being hit by a neighbor's vehicle at low speed. He was concerned about accidents that were overlooked and not incorporated into statewide statistics because they occurred on private property or were not reported. He suggested creating a review process to consider local transportation policy implications when a fatality or serious injury occurred.

Ken Shonkwiler talked about the All Roads Transportation Safety Program ODOT used to review fatalities and serious injuries every two years and described a separate program dedicated to reviewing bicycle and pedestrian fatality information immediately to inform implementation of low-cost safety countermeasures such as striping or signage.

Manager Deke recommended allowing Staff to research how fatality review was conducted elsewhere and craft a review system that would make sense locally, potentially incorporating it into the Work Program and/or the upcoming Transportation Safety Action Plan update process.

State Transportation Package: Manager Deke stated additional legislative hearings were held this week resulting in over twenty new amendments to the transportation bill, adding another hearing would be held this afternoon. Significant progress would be needed within the next few days to move the transportation bill forward during this session.

The next scheduled meeting of the Policy Board would be July 18, 2025, at 12:00 p.m. Potential upcoming topics were reviewed.

12. Public Comment

Chuck Arnold thanked the Board for the opportunity to serve on the Budget Committee and noted his willingness to serve in the future as needed.

13. Adjourn

Chair Méndez adjourned the meeting at 1:35 p.m.

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