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**AGENDA**  
**Bend Metropolitan Planning Organization**  
***Policy Board***

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**Date:** September 15, 2020  
**Time:** 12:00 - 1:30 pm  
**Location:** Virtual meeting. Participation information is provided below:

**UPDATED LINKS** (corrected on 9/11/20 update):

To attend using your computer or tablet, please use this link:

<https://bendoregon.webex.com/bendoregon/onstage/g.php?MTID=e522e98d99f6889c0ce3f024157deefaa>

Note: Google Chrome browser recommended accessing the on-line meeting

**YouTube Stream Option:** <https://youtu.be/CSDIOleHRcl>

**Phone Option:** 1-855-282-6330, Access Code: 146 483 9738 (To comment using your phone, use \*3 to raise your hand so we can call on you, press \*3 again to lower your hand.)

Webex Event Password: bmpo  
*The password is not typically required except on limited tablets and browsers.*

New to Webex? Join a test meeting here prior to the meeting: <https://help.webex.com/en-us/nti2f6w/Webex-Meetings-Join-a-Test-Meeting>

**Contact:** Tyler Deke, BMPO Manager (541) 693-2113 (office), (541) 633-9298 (mobile) or [tdeke@bendoregon.gov](mailto:tdeke@bendoregon.gov)

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1. Call to Order & Introductions.....Chair Livingston
2. Virtual Meeting Guidelines.....Jovi Anderson
3. Public Comment.....Chair Livingston

***Action Items***

4. Meeting Minutes.....Chair Livingston

Review and approve the July 21, 2020 Policy Board meeting draft minutes (**Attachment A**) AND August 13, 2020 Joint Policy Board/Technical Advisory Committee Parkway meeting draft summary (**Attachment D**, added to agenda on 9/11/2020)

Recommended Language for Motion: I move approval of the July 21st and August 13, 2020 draft meeting minutes as presented.

**5. STBG Funding .....Tyler Deke**

Background: The Policy Board recently approved a process to distribute a portion of the annual STBG received by the MPO. In June 2019, the Policy Board voted to hold in reserve approximately \$110,000 of STBG funding. These funds could remain in reserve or could be included in the current application process. Staff is seeking direction from the Board on possibly including these funds in the current solicitation process.

Attachments: None. Information will be shared during the meeting.

Action Requested: Provide direction to staff on possible use of the unallocated STBG funds.

**6. Technical Advisory Committee citizen members.....Tyler Deke & Chair Livingston**

Background: Earlier this year, the Policy Board directed staff to develop an application and solicit new citizen members to serve on the Technical Advisory Committee (TAC). The application process closed in mid-August. Chair Livingston and Council Campbell agreed to review the applications and make a recommendation to the full Board.

Attachments: None. Information will be shared during the meeting.

Action Requested: Consider appointing two citizens to serve on the Technical Advisory Committee

Recommended Language for Motion: I move approval of \_\_\_ to serve a 2-year term on the TAC and \_\_\_ to serve a 3-year term on the TAC.

**7. CET software funding support.....Tyler Deke & Jovi Anderson**

Background: In 2017-2018, the MPO administered an ODOT grant to develop a software tool for CET. Among other things, the software allows testing and analysis of potential service changes. CET and MPO staff have discussed ongoing software support. Staff will discuss the program and potential MPO financial participation.

Attachments: None. Information will be shared during the meeting.

Action Requested: Consider MPO financial participation for ongoing software support

**8. MPO processes for grant applications and letters of support.....Tyler Deke & Jovi Anderson**

Background: Staff would like to formalize processes for seeking grants and for providing external letters of support. Staff will review the draft processes

and seek Policy Board direction on the funding component of the grant process.

Attachments: Draft letter of support process (**Attachment B**) and draft grant application process (**Attachment C**)

Action Requested: Consider supporting processes as presented or with changes) for letters of support from MPO and draft grant application process.

Recommended Language for Motion: I move approval of process for grant applications and support letters as presented (or with modifications)

**Information & Discussion Items**

**9. Transportation Safety Action Plan.....Tyler Deke & Jovi Anderson**

Background: Transportation Safety Action Plans (TSAPs) for the City of Bend and Deschutes County were completed in fall 2019. Staff will provide an overview of the safety data and issues.

Attachments: None. Information may be shared during the meeting. The plans are posted on the following site:  
[www.bendoregon.gov/transportationsafey](http://www.bendoregon.gov/transportationsafey)

Action Requested: None. Information item.

**10. Other Business.....Chair Livingston & Tyler Deke**

**11. Public Comment.....Chair Livingston**

**12. Next Policy Board Meeting**

The next regular meeting of the Policy Board is scheduled for October 20, 2020 at 12 noon

**13. Adjourn**

**DRAFT**  
BEND METROPOLITAN PLANNING ORGANIZATION  
**POLICY BOARD**  
Virtual Meeting  
Minutes  
**July 21, 2020**

Policy Board Members Present

Bend City Council: **Chair** Justin Livingston, Barb Campbell, Chris Piper  
Deschutes County Commission: **Vice-Chair** Anthony DeBone  
Oregon Department of Transportation (ODOT): Bob Townsend

Policy Board Alternates

City: David Abbas, *City of Bend Transportation and Mobility Director*  
Chris Doty, *Deschutes County Road Department Director*  
Rick Williams, *ODOT Region 4 Principal Planner*

MPO Staff: Tyler Deke, *Manager*; Jovi Anderson, *Program Coordinator*; Andrea Napoli, *Senior Planner*; Cameron Prow, TYPE-*Write II*

Visitors: Dave Hirsch, *ODOT Traffic Operations*; Juan Omeda, *City of Bend Information Technology*; Lydia Hill, *City of Bend Finance*; Michel Bayard, *BMPO Technical Advisory Committee (TAC)*

Media: None

*(Agenda items appear in discussion order. The 3 digits after a motion title show the number of member jurisdictions voting in favor/opposed/abstaining.)*

**1. Call to Order – Introductions**

Chair Livingston called the regular meeting of the Bend Metropolitan Planning Organization (Bend MPO) Policy Board to order at 12:06 p.m. on Tuesday, July 21, 2020, with a quorum of member jurisdictions present (3 of 3).

**2. Public Comment**

None.

**ACTION ITEMS**

**3. Review/Approve Policy Board Minutes**

Data: June 16, 2020 (Agenda Attachment A)

**Motion 1** (3/0/0): Ms. Campbell moved approval of the June 16, 2020, draft meeting minutes as presented. Mr. DeBone seconded the motion which passed unanimously.

**4. STBG Funding Application Process**

Data: PowerPoint, Draft Application Instructions and Draft Application (Agenda Attachment B)

Ms. Napoli outlined the proposed STBG (Surface Transportation Block Grant) funding application process for projects other than the 60% amount allocated to the City of Bend. The City would be ineligible for funding from the “other projects” category to cover projects funded from the 60% allocation. Her summary covered the review timeline, project examples, federal requirements, TAC role, TAC-recommended project application criteria/ranking, and application process. *Next step:* Staff to determine timing of project

application solicitation for 2021-2024 funds. She requested Policy Board approval of the STBG Project Application.

Mr. Abbas stated he was willing to provide a report on how the City's 60% share was spent.

Policy Board concerns included definitions of "project" and "purchased service," eligible transit projects, performance metrics, accountability for achieving results, source of STBG funds, relevancy of the economic development criterion, paperwork burden, limiting eligible projects to those listed on the current MTIP (Metropolitan Transportation Improvement Program), independent scoring of submittals (staff, TAC, Policy Board), and strengthening project solicitation language prior to announcing the solicitation and submittal deadline.

Ms. Napoli and Mr. Deke responded to Policy Board concerns. Ms. Napoli clarified the application process was only for "other projects" than the 60% STBG funding going to the City of Bend. She outlined additions requested by the Policy Board: clarification of transit-purchased service, developing an annual review of funded projects, reviewing the draft announcement solicitation language, and reviewing the staff and TAC scoring sheets.

**Motion 2** (3/0/0): Mr. DeBone moved approval of the STBG project application framework as presented. Ms. Campbell seconded the motion which passed unanimously.

**5. Mobility Hubs Grant Application, Letter of Support**

Data: PowerPoint, draft letter of support (Agenda Attachment C)

Ms. Napoli reported MPO, CET (Cascades East Transit), and City staff were working on a Transportation Growth Management (TGM) application for development of a mobility hub feasibility study and pilot project. CET and the City made a presentation on this topic at the last Policy Board meeting. A letter of support from the Policy Board is required. The application is due at the end of July 2020.

**Motion 3** (3/0/0): Ms. Campbell moved approval of the draft letter of support for the Bend MPO 2020 TGM [Transportation Growth Management] application as presented. Mr. DeBone seconded the motion which passed unanimously.

INFORMATION ITEMS

**6. US97 – Bend North Interchange**

Data: PowerPoint, study area map (Agenda Attachment D)

Mr. Williams provided an update on ODOT Region 4's feasibility study for a new US97 interchange near the Bend northern UGB (urban growth boundary). The study will cover environmental constraints, land use issues, and environmental justice issues. Public outreach will include a technical advisory committee and a stakeholder advisory committee. The primary study goal is to establish an eastern connection from US97 to the 18<sup>th</sup> Street extension through Juniper Ridge. He offered to provide a status report to the Policy Board in September/October 2020 following the design workshop. The study is expected to be completed in early 2021.

Policy Board concerns included the benefit to moving the US97 connection to 18<sup>th</sup> Street farther north, UGB expansion for light industrial lands, advantages to siting the north interchange within the Bend UGB or within the city limits, cost due to proximity of the railroad, and potential for a western connection to the City transportation system.

**7. Deschutes County ITS Plan**

Data: PowerPoint, ITS Plan Executive Summary (Agenda Attachment E)

Mr. Deke and Mr. Hirsch provided an overview of the recently updated Deschutes County ITS (Intelligent Transportation System) Plan. Included were benefits, project types and cost estimates, partnership opportunities, implementation strategy and next steps, and smart cities strategies and next steps. Benefits included increased safety, reduced fuel consumption and emissions, reduced delay, and real-time information to travelers.

Policy Board discussion covered the speed of changing technology.

**8. Transportation Safety Action Plan**

Chair Livingston postponed this agenda item due to lack of time.

**9. Technical Advisory Committee Citizen Members**

Data: PowerPoint, draft application (Agenda Attachment F)

Mr. Deke outlined the schedule and selection process for TAC citizen members. The application deadline is August 15. A Policy Board subcommittee will conduct the applicant review process. New members will be appointed at the September Policy Board meeting.

Following discussion about quorum concerns, Chair Livingston and Ms. Campbell volunteered to serve on the applicant review subcommittee.

**10. Other Business**

None.

**11. Public Comment**

None.

**12. Next Policy Board Meeting**

August 18, 2020, 12 noon (3<sup>rd</sup> Tuesday)

**13. Adjourn**

**Motion 4** (3/0/0): Ms. Campbell moved to adjourn. Mr. Townsend seconded the motion which passed unanimously.

With no further business, Chair Livingston adjourned the meeting at 1:34 p.m.

**Additional Attachments**

- Oregon MPO Consortium (OMPOC) letter to Oregon Transportation Commission (Agenda Attachment G)

*DRAFT*  
BEND METROPOLITAN PLANNING ORGANIZATION  
**POLICY BOARD and TECHNICAL ADVISORY COMMITTEE**  
**US 97 Bend Parkway Plan**  
Virtual Meeting Summary  
**August 13, 2020**

Policy Board Members Present

Bend City Council: **Chair** Justin Livingston, Chris Piper (*absent: Barb Campbell*)  
Deschutes County Commission: **Vice-Chair** Anthony DeBone  
Oregon Department of Transportation (ODOT): Bob Townsend

TAC Voting Members Present

1. Bend Park and Recreation District (BPRD) .....Henry Stroud
2. Cascades East Transit (CET) ..... Andrea Breault
3. Central Oregon Community College (COCC).....Joe Viola
4. City of Bend..... Karen Swirsky
5. Commute Options.....Brian Potwin
6. Deschutes County .....Peter Russell
7. Deschutes County Bike/Pedestrian Advisory Committee (alternate) ..... Dave Thomson
8. ODOT (alternate) .....David Amiton
9. Oregon State University (OSU)-Cascades Campus..... Casey Bergh
10. Citizen ..... Robin Vora
11. *Bend-La Pine School District: Sharon Smith absent*
12. *Citizen: Michel Bayard absent*

TAC Ex Officio Members

Oregon Department of Land Conservation and Development .....Scott Edelman  
*Federal Highway Administration (FHWA): Rachael Tupica absent*  
*Federal Transit Administration (FTA): Jeremy Borrego absent*

MPO Staff: Tyler Deke, *Manager*; Jovi Anderson, *Program Coordinator*; Andrea Napoli, *Senior Planner*; Cameron Prow, *TYPE-Write II*

Visitors

Aaron Berger, John Bosket, and Ray Delahanty, *DKS Associates*; Bridget Wieghart, *WSP*;  
Greg Bryant, *Deschutes River Woods Neighborhood Association*; Rick Williams, *ODOT Region 4*;  
Robin Lewis, *City of Bend Streets*; Wendy Holzman, *Deschutes County Bicycle/Pedestrian Advisory Committee*;  
Will Shelton, *City of Bend Information Technology*

Media: None

*(Agenda items appear in discussion order.)*

**WELCOME and UPDATE**

Chair Livingston called the joint meeting of the Bend Metropolitan Planning Organization (BMPO) Policy Board and BMPO Technical Advisory Committee (TAC) to order at 9:06 a.m., Monday, August 13, 2020, with a quorum of Policy Board members present (3 of 3) and a quorum of TAC members present (10 of 12). He provided an overview of the meeting agenda and reviewed virtual meeting guidelines.

**DRAFT PARKWAY PLAN OVERVIEW**

Mr. Williams, US 97 Parkway Plan Project Manager, reviewed the meeting agenda/purpose and project status and schedule.

Ms. Wieghart and Mr. Bosket provided an overview of the background (vision, major elements, goals), public outreach, existing and future conditions, recommended investment strategy, alternative mobility targets, and findings (compliance with statewide planning goals, consistency with State plans, compatibility with City and County comprehensive plans).

Policy Board and TAC discussion covered:

- Design review of the Nels Anderson entrance to Cascade Village Mall which is reducing the number of northbound travel lanes to one during peak congestion.
- Impact of private developments on projects in the Murphy refinement area.
- Process for considering adoption of alternative mobility targets.
- Balancing impact of alternative mobility targets (increased congestion) on development.
- Clarifying the difference between parallel bike and pedestrian “routes” versus “crossings.”
- Changes to the draft Parkway plan since the last Policy Board meeting.
- Fleshing out bike, pedestrian, and public transit a little more.
- Opposed to closure of any right-in/right-out access points.
- New access point between Colorado Avenue and Reed Market Road to reduce congestion on Reed Market.

Mr. Amiton commented that ODOT’s coordination with the City and details regarding alternative mobility targets had advanced significantly since the draft plan that was presented at the April 2020 meeting.

Chair Livingston invited public comments but no one responded.

**NEXT STEPS**

Mr. Williams and Ms. Wieghart outlined next steps in the Parkway plan review process leading to City, Bend MPO, and Oregon Transportation Commission adoption in fall 2020. Mr. Williams requested additional comments be sent to him by August 20 (Thursday), 2020.

**CLOSE**

Chair Livingston thanked everyone for their time and attention.

**Policy Board Motion 1** (3/0/0): Mr. Piper moved to adjourn. Mr. DeBone seconded the motion which passed unanimously.

There being no further business, Chair Livingston adjourned the meeting at 10:18 a.m.



**BMPO** Bend Metropolitan  
Planning Organization

# Letter of Support Request Guidelines

The Bend Metropolitan Planning Organization (BMPO) is committed to supporting Central Oregon's local governments, nonprofits, businesses, and groups in their efforts to seek Federal, State, Local and Foundation Grants. If you are pursuing a grant and need to supplement your grant application with a BMPO Letter of Support, please use the following guidelines.

## Support Letter Guidelines

- Letters of Support should be requested no less than fourteen (14) business days prior to date you wish to receive your letter.
- Select the type of support letter you are requesting (*Letter of Support, Matching Funds Commitment Letter or an In-Kind Support Letter*).
- Provide the full name of your agency, your organization type and a point of contact.
- *Provide the full name of the funding agency. Select if the requested funds or Federal, State, Local or Foundation and include a point of contact from the funding agency.*
- Provide a brief 1-2 page summary describing your organization, your grant implementation plan and how the requested grant funds or services will be used. A copy of the project abstract is acceptable. **Please include a sample letter of support.**
- This material will be presented to the Bend MPO Policy Board for consideration. If approved, the Policy Board Chair or MPO manager will sign the letter.

## Submittal Timeline Details

- The Policy Board typically meets the third Tuesday of each month. See [www.bendmpo.org](http://www.bendmpo.org) for exact dates as meeting dates may be modified.
- Requests should be received by the first week of the month for inclusion on the Policy Board agenda.
- If time requirements of the grant do not allow inclusion on the Policy Board agenda, the Policy Board will receive an email from staff for review and consideration. If 2 of the 3 member jurisdictions approve the letter of support, the manager may sign the letter on the Board's behalf. The letter will be included in the next meeting packet.

Please email Bend MPO Staff for additional information or assistance at:

Tyler Deke, BMPO Manager, [tdeke@bendoregon.gov](mailto:tdeke@bendoregon.gov)  
 Andrea Napoli, Senior Planner, [anapoli@bendoregon.gov](mailto:anapoli@bendoregon.gov)  
 Jovi Anderson, Program Coordinator, [janderson@bendoregon.gov](mailto:janderson@bendoregon.gov)  
 Updated 9/9/2020

# Petition to Apply for a Grant



**BMPO** Bend Metropolitan  
Planning Organization

**Purpose:** To provide the Bend MPO and Partner Agencies with a process, including oversight and quality control, for potential grant funding opportunities applied for by MPO.

Petition to Apply for grant – ALL Grants	
Responsible Party	Procedure
MPO Staff	1. Review grant requirements, including procurement and contracting requirements
	2. Prepare Petition to apply for grant
	3. Submit to MPO manager for approval
	4. MPO Specific Items for review: <ul style="list-style-type: none"> <li>a) Determine if this project will require a UPWP amendment.</li> <li>b) Determine if this project would require a budget amendment.</li> <li>c) and determine proper signature level:               <ul style="list-style-type: none"> <li>• MPO Manager – Approval required on all Petitions to Apply</li> <li>• MPO Policy Board – Approval required on Petitions to Apply for Grants greater than \$100,000 <b>OR</b> with a match requirement greater than \$20,000.</li> </ul> </li> <li>d) Submit signed petition and documentation to City of Bend Finance for review.</li> </ul>
Finance	5. Review petition and make recommendations
	6. Forward to MPO Manager for approval
MPO Manager	7. Review/sign petition and return to MPO Staff
MPO Staff	8. If approved by MPO Manager and grant is less than \$100,000 and match is less than \$20,000 – MPO Staff continues with grant application process <b><i>If \$100,000 or greater <u>OR</u> match is \$20,000 or greater skip to step 13 below</i></b>
	9. Complete the grant application and submit the final grant application to Finance for review prior submitting to the granting agency
Finance	10. Review grant application for clarity, make recommendation or approve
MPO Staff	11. Submit grant application to granting agency

# Petition to Apply for a Grant



**BMPO** Bend Metropolitan  
Planning Organization

<b>Additional Steps for Grant \$100,000 or greater <u>OR</u> match \$20,000 or greater – Requires MPO Policy Board Approval</b>	
MPO Staff	<p>12. Reserve agenda item for next scheduled Policy Board meeting</p> <p>13. Prepare meeting materials for next scheduled MPO Policy Board meeting by second week of the month.</p>
MPO Policy Board	<p>14. Review proposal information and makes determination</p> <p>15. Provide authority to apply</p>
MPO Staff	<p>16. If authorized by MPO Policy Board, MPO staff complete the grant application and submit the final grant application to Finance for review prior submitting to the granting agency</p>
Finance	<p>17. Review grant application for clarity, make recommendations or approve</p>
MPO Staff	<p>18. Submit grant application to granting agency</p>
MPO Staff	<p>19. If the grant is awarded, reserve an agenda item at the next MPO Policy Board meeting. The MPO Policy Board must authorize the MPO Manager to accept any grant award.</p> <p>20. Notify ODOT for determination of contracting/procurement requirements.</p> <p>21. Notify MPO Budget Liaison, as a budget and UPWP adjustment requiring Policy Board approval may be necessary.</p> <p>22. Notify FHWA and FTA if a UPWP amendment will be required.</p> <p>23. Notify MPO Purchasing Liaison as all normal purchasing processes apply.</p>

# Petition to Apply for a Grant



**BMPO** Bend Metropolitan  
Planning Organization

## Petition to Apply for a Grant

<b>DATE:</b>	<b>Staff Contact:</b>
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### GENERAL GRANT INFORMATION

<b>Name of Grant:</b>				
<b>Granting Agency:</b>				
<b>Grant application due by:</b>				
<b>Type of Grant (Highlight one):</b>	Federal	Fed Pass- through	State	Private
<b>Project Amount:</b>	<b>Grant Amount:</b>			
<b>If approved, funding would begin:</b>				
<b>Funding would end:</b>				

**Purpose of Grant:**

**Short term/long term impact (positive and negative) to MPO:**

**Other relevant information:**

# Petition to Apply for a Grant



**BMPO** Bend Metropolitan  
Planning Organization

## FINANCIAL GRANT INFORMATION (Finance Department)

Amount of City cash match required:		
Amount of City in-kind match required:		
Source of City match funds:		
Finance / Administrative needs:		
Disbursement method:	Reimbursement Basis _____	Lump Sum Advance _____
Finance Staff Recommendation:	Approve Petition _____	Deny Petition _____

### Additional Comments from Finance:

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### MPO Manager Approval

(Required for all grant applications)

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Date

NOTE: If grant is \$100,000 or more **OR** has a match requirement of \$20,000 or more, a summary document and approved Petition to Apply for Grant form will also be submitted to the MPO Policy Board for Approval.

<b>MPO Policy Board Approval Required</b>	<b>YES</b>	<b>NO</b>
<b>UPWP Amendment Required</b>	<b>YES</b>	<b>NO</b>
<b>Budget Amendment Required</b>	<b>YES</b>	<b>NO</b>

If the grant is awarded, immediately notify MPO staff to reserve an agenda item at the next MPO Policy Board meeting (the MPO Policy Board must authorize the MPO Manager to accept the award).

**CC: Finance Department (Lydia Hill)**  
**Purchasing Department (Heather Herauf)**  
**ODOT Region 4 MPO Liaison (Rick Williams)**