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

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**Date:** December 20, 2012  
**Time:** 4:00 - 5:30 pm  
**Location:** Deschutes Services Center  
DeArmond Room (1<sup>st</sup> Floor)  
1300 Wall Street (Bend)  
**Contact:** Tyler Deke, BMPO (541) 693-2113  
Jovi Anderson, BMPO (541) 693-2122

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**1. Call to Order & Introductions**

**2. Visitor Comments**

**3. Review/approve Policy Board meeting minutes: October 18 20 (Attachment A)**

**4. Citizens Advisory Committee Update**

**Background:** Representatives of the CAC and staff will provide an update on the actions taken at the most recent CAC meeting.

**Attachments:** None

**Action Requested:** None – Information Update

**5. City of Bend Transportation System Safety Program**

**Background:** Over the past year, city of Bend staff and MPO staff have been compiling and assessing crash data for the City's arterial and collector streets. The analysis has included a network screening process that identified several signalized and unsignalized intersections with high crash rankings. Each of these intersections was analyzed to assess crash patterns and crash causation. Countermeasures have been identified for each crash location including basic cost estimates and benefit-cost analysis. Staff will review the completed work and discuss next steps.

**Attachments:** None. Materials will be distributed at the meeting

**Action Requested:** Provide feedback on the analysis, identified countermeasures, and project priorities

**6. MPO Document Amendments**

**Background:** Cascades East Transit underwent a Triennial Review by the Federal Transit Administration (FTA) in August and September. One finding of the review was that the MPO process for public notification of MTIP amendments and publication of the annual listing of federal projects did not fully meet federal requirements. At the October 18 Policy Board meeting staff introduced proposed changes to the

following documents: 1) 2012-2015 Metropolitan Transportation Improvement Program, 2) Title VI and Environmental Justice Plan, and 3) Public Participation Plan. A 30-day public notification and comment period was held to solicit feedback on the proposed changes.

Attachments: None. Information will be distributed at the meeting.

Action Requested: Consider adoption of the proposed changes.

## 7. Other Business

As time allows, staff will provide updates on other MPO business, including:

- a. Transit Plan contract extension
- b. NCHRP safety in the planning process project
- c. National Institute for Transportation and Communities (NITC)

## 8. Next Policy Board Meeting

The next Policy Board meeting is scheduled for January 17<sup>th</sup> at 4:00 p.m.

## 9. Adjourn

### Additional Attachments

- Monthly Financial Summary (Attachment B)
- 2013 Meeting Schedule (Attachment C)



#### **Accessible Meeting Information**

This meeting event/location is accessible. Sign language, interpreter service, assistive listening devices, materials in alternate format, such as Braille, large print, electronic formats, or any other accommodations are available upon advance request. Please contact Tyler Deke at (541) 693-2113, [tdeke@ci.bend.or.us](mailto:tdeke@ci.bend.or.us) and/or (541) 389-2245. Providing at least 3 days notice prior to the event will help ensure availability.

BEND METROPOLITAN PLANNING ORGANIZATION  
**POLICY BOARD MEETING MINUTES**

October 18, 2012

DeArmond Room, Deschutes Services Center, 1300 NW Wall Street, Bend, Oregon

**1. CALL TO ORDER – INTRODUCTIONS**

Chair Capell called the meeting to order at 4:01 p.m. Present during the meeting were:

Policy Board

Mark Capell, *Bend City Council*, **Chair**

Tony DeBone, *Deschutes County Commissioner*, **Vice Chair**

Gary Farnsworth, *Oregon Department of Transportation (ODOT)*

Tom Greene, *Bend City Council*

MPO Staff

Tyler Deke, *BMPO Manager*

Jovi Anderson, *BMPO Program Technician*

Cameron Prow, TYPE-*Write* II

Visitors

Chris Doty, *Deschutes County Road Department Manager*

Jim Bryant, *ODOT*

Mike Lovely, *BMPO Citizens Advisory Committee*

Nick Arnis, *City of Bend*, Transportation Engineering Manager (City alternate)

*(Note: The three-digit figure following the motion title shows the number of member jurisdictions voting in favor/against/abstaining.)*

**2. VISITORS (None)**

**3. REVIEW/APPROVE POLICY BOARD MEETING SUMMARY**

**Motion 1** (3/0/0): Vice Chair DeBone moved to approve the Policy Board minutes for September 20, 2012, as submitted. Mr. Farnsworth seconded the motion which passed unanimously.

**4. CITY OF BEND BRIDGE INVENTORY**

Handout: Copy of PowerPoint presentation

Mr. Arnis said that an Oregon State University intern compiled this bridge program in about two months. The former three-ring binder system has been replaced with a digital format that is much easier to use and manage. Deschutes County also contributed time to this project. His program overview included objectives, bridge inventory, GeoBlade map, project list, and implementation plan. There are 98 bridges within the urban growth boundary in a variety of types (steel, concrete, timber, rail car, culverts). Federal funding is available for bridges on the National Bridge Inventory (Bend has 28). The database identifies 154 bridges and culverts in the Bend Fire District and contains inspection reports, load ratings, sufficiency ratings (SR), photographs, and other relevant information. The City will share this data with Bend Fire District and the County.

Bridge maintenance that can be done by City staff is estimated at \$96,000. More intensive rehabilitation is estimated to cost \$188,000. About \$3 million is needed to replace the *Division Street Bridge* over the North Unit Main Canal which is considered structurally deficient (SR=50.1) due to cracking in the concrete girders. The *American*

*Lane Bridge* has also been rated as structurally deficient (SR=62.0) due to cracking in the bridge and approach and will be reconstructed as part of the current General Obligation Bond project.

Mr. Deke noted that having a current bridge inventory will facilitate planning and funding. Bend bridges are in good condition (lowest SR=50) compared to the Sellwood Bridge in Portland, Oregon (SR=below 10) which is scheduled for reconstruction. One of the current goals is to establish a regular inspection cycle for the four City-owned bridges not on the National Bridge Inventory.

Policy Board concerns included *potential funding partners* (irrigation districts), *status of digitizing paper files*, *access to ODOT's bridge management system*, *compatibility with ODOT asset management tools*, *role of the Bend MPO in funding requests*, *impact on the Metropolitan Transportation Improvement Program (MTIP)*, and *County's bridge inventory*.

## 5. OREGON ACTS MINI-GRANT APPLICATION

Handout: 10/18/2012 memo including 2013 Grant Proposal; 7/11/2011 article from <http://otrec.us/news/entry> re: "Need a Bike Lane? There's an App for That"; and Central Lane MPO CycleLane Smartphone Application FAQs

Ms. Anderson requested Policy Board approval to apply for a grant from Oregon Alliance for Community Traffic Safety for the 2012-13 funding cycle. The Bend MPO has received grants from this program each of the last three years. The grant application requests \$5,000 to develop a Smart Phone app that will collect and store data for analysis. Obtaining data on bike routes can help guide infrastructure change and safety efforts, creating roadways that are safer for all users. An introductory period will provide incentive to track trips and will tally trips for use in a reward program. The app will be functional by the end of the grant period and data will continue to be collected, but the reward program will cease. The grant will be allocated at \$3,000 to modify Central Lane MPO's CycleLane Smart Phone app and at \$2,000 for the rewards program and outreach. Staff time needed for grant administration and app implementation is estimated at 40-60 hours.

Vice Chair DeBone suggested using Commute Options to help with outreach (marketing).

**Motion 2** (3/0/0): Mr. Greene moved that the Policy Board submit the Oregon ACTS mini-grant application for \$5,000 for the 2012-13 funding cycle as presented. Vice Chair DeBone seconded the motion which passed unanimously.

## 6. BEND MPO STAFF LOCATION

Handout: October 18, 2012, memo re: possible co-location with ODOT

Mr. Deke summarized the background of this issue. When construction of a new ODOT building was first considered in 2009, it prompted a conversation with the Bend MPO about potential benefits to co-locating MPO staff with ODOT. On December 17, 2009, the Policy Board unanimously directed Mr. Deke to draft a Letter of Intent to ODOT in support of the proposed BMPO co-location with ODOT in the proposed new Region 4 building. The potential cost savings of \$24,000 per year projected at that time has since been more realistically estimated at \$5,600 per year. When asked about his preference, Mr. Deke said that the MPO's current location in the City Public Works building is more convenient due to the number of City projects on which they are currently working. Co-locating with ODOT would be more beneficial if the MPO were working on State projects.

Mr. Farnsworth assured the Board that backing out of the proposed co-location would not cause ODOT any problems.

Board members discussed pros and cons of moving forward with the proposed co-location now that the new Region 4 building is nearing completion. Based on the lack of cost savings and the need for MPO staff to work closely with City staff on various projects, Policy Board members agreed **by consensus** to postpone co-location at this time. Until the MPO boundaries are substantially expanded, it makes more sense for MPO staff to remain in their current location.

**7. MPO DOCUMENT AMENDMENTS**

Handout: October 18, 2012, memo re: MPO Requirement for Notice of Program of Projects (POP)

Mr. Deke said that the Federal Transit Association conducted its tri-annual review in September 2012. To meet FTA requirements for public notice and comply with FTA Circular 4702.1B (effective October 1, 2012), the Bend MPO must amend its public notice documents for its 2012-2015 MTIP, Public Participation Plan, and Environmental Justice and Title VI Plan. The specific language to be added to these documents is included in the above-referenced memo. He noted that the Federal Highway Administration (FHWA), from which the BMPO receives most of its funding, was satisfied with the language of these documents as they now exist.

**Motion 3** (3/0/0): Mr. Greene moved that the Policy Board initiate the 30-day public comment period on the proposed document amendments to the Bend MPO's 2012-2015 MTIP, Public Participation Plan, and Environmental Justice and Title VI Plan. Mr. Farnsworth seconded the motion which passed unanimously.

Mr. Greene left the meeting at 4:50 p.m. and authorized Mr. Arnis to vote in his place.

**8. ODOT 2015-2018 STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM**

Handout: Copy of PowerPoint presentation

Mr. Deke summarized ODOT's plan to change its program-based funding process to a value-based one. This change has been prompted by the State's need to adapt to funding realities and business-related changes. The overall objective is to maintain existing assets while moving the state toward a more integrated multimodal transportation system. Funding will be divided between roadway-centric *Fix-It* projects (asset preservation, repairs, operations) and *Enhance-It* projects which will be selected based on recommendations from MPOs and Area Commissions on Transportation. Local bridges, transit, and air quality programs will remain separate. He discussed the proposed allocations, new application/selection process, draft timeline, and project recommendations. He asked the Policy Board to consider authorizing Bend MPO staff to partner with Commute Options to develop and submit a project application. City staff have recommended 3<sup>rd</sup> Street improvements from Greenwood Avenue to Badger Road (curb ramps, sidewalks, bike lanes, lighting, pedestrian crossings, signal replacements at Wilson Avenue and Franklin Avenue).

Mr. Farnsworth indicated that ODOT wants to support this project and is interested in exploring other leveraging opportunities.

Board members discussed *proposed projects, matching funds, impact to City funding through Commute Options, economies of scale, total cost of 3<sup>rd</sup> Street improvements, and how the project might be scaled back if full funding is not available.*

**Motion 4** (3/0/0): Mr. Farnsworth moved that the Policy Board endorse the City-proposed 3<sup>rd</sup> Street improvements from Greenwood Avenue to Badger Road. Vice Chair DeBone seconded the motion which passed unanimously.

**9. OTHER BUSINESS**

Attachments: Monthly Financial Summary

Mr. Deke reported that (a) MPO staff have been working with the City on a number of projects including traffic data and management of the safety program. (b) Discussions are underway with FHWA and Federal Transit Administration about amending the allocation formula for the Bend MPO. Bend's growth over the last decade would normally justify an increase in its allocation. However, the allocation is likely to be impacted by the addition of two new Oregon MPOs (Grants Pass and Albany) and the Tri-Cities MPO in Washington (part of which extends into Milton-Freewater, Oregon). (c) The consultant team working on the Public Transit Plan will make a final presentation at the November 21 City Council work session. He has notified Vice Chair DeBone and will notify Bob Bryant, ODOT.

Mr. Arnis said that he will be making presentations at future meetings about the City's traffic efficiency energy grant and the results of a crash study.

Vice Chair DeBone reported that he will be absent from the November 2012 meeting in order to attend an Association of Oregon Counties meeting.

Mr. Lovely reported that the signal on the south end of the Bend Parkway where it connects to 3<sup>rd</sup> Street was not operating correctly the evening of October 17, 2012.

**10. NEXT POLICY BOARD MEETING**

The next Policy Board meeting is scheduled at 4 p.m. on November 15, 2012.

**11. ADJOURN**

With no further business, Chair Capell adjourned the meeting at 5:40 p.m.

Bend MPO Monthly Financial Report

ATTACHMENT B

#	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 ACTUALS	2011-2012 ACTUALS	2012-2013 BUDGET	2012-2013 YTD ACTUALS
1	635-0000-301.00-00	Beginning Working Capital	\$ 50,000	\$ 135,000	\$ 90,000	\$ 45,000
2	635-0000-333.20-00	Federal Passthrough DOT	\$ 276,577	\$ 258,484	\$ 214,473	\$ 31,585
3	635-0000-334.22-00	ODOT Grant	\$ -	\$ -	\$ 150,000	\$ 9,733
4	635-0000-334.22-01	State Match for MPO's	\$ 25,992	\$ 23,426	\$ 19,059	\$ 14,024
5	635-0000-338.50-00	Miscellaneous	\$ 549	\$ 30,240	\$ -	\$ -
6	635-0000-361.00-00	Interest on Investments	\$ -	\$ -	\$ -	\$ (41)
7	635-0000-371.00-00	Donations/Contributions	\$ 9,529	\$ -	\$ -	\$ 4,519
8	635-0000-374.00-00	Other Miscellaneous	\$ -	\$ 411	\$ -	\$ 375
9	635-0000-386.10-00	From Governmental Funds	\$ -	\$ 83,445	\$ 13,023	\$ -
10	635-0000-386.50-00	From Internal Service Fnd	\$ 10,630	\$ -	\$ -	\$ -
11	635-0000-392.01-00	Loan from General Fund	\$ 135,000	\$ 45,000	\$ 90,000	\$ -
12	635-0000-392.80-99	To Liability Account	\$ (135,000)	\$ (45,000)	\$ -	\$ -
13	635-0000-399.99-99	Working Capital Offset	\$ (50,000)	\$ (135,000)	\$ -	\$ (45,000)
14	635-9900-699.97-97	Contingencies	\$ -	\$ -	\$ 90,000	\$ -
15		<b>Revenue</b>	<b>\$ 323,277</b>	<b>\$ 396,006</b>	<b>\$ 666,555</b>	<b>\$ 60,195</b>
16	635-3050-551.10-01	Regular Salaries	\$ 144,202	\$ 145,754	\$ 147,660	\$ 65,028
17	635-3050-551.12-01	FICA	\$ 10,688	\$ 10,635	\$ 11,150	\$ 4,753
18	635-3050-551.12-02	Unemployment	\$ 1,154	\$ 2,394	\$ 2,363	\$ 1,004
19	635-3050-551.12-03	PERS & OPSRP	\$ 15,127	\$ 19,985	\$ 20,185	\$ 8,889
20	635-3050-551.12-04	Disability Insurance	\$ 541	\$ 546	\$ 554	\$ 191
21	635-3050-551.12-05	Health Insurance	\$ 33,963	\$ 4,875	\$ -	\$ -
22	635-3050-551.12-06	Life Insurance	\$ 186	\$ 181	\$ 186	\$ 98
23	635-3050-551.12-07	Workers Compensation Ins	\$ 281	\$ 278	\$ 299	\$ 127
24	635-3050-551.12-13	PERS Debt Service	\$ 5,047	\$ 5,101	\$ 5,168	\$ 2,276
25	635-3050-551.12-21	Section 125 Benefits	\$ 60	\$ 213	\$ 180	\$ 100
26	635-3050-551.12-22	OPEB Funding	\$ -	\$ 4,499	\$ 4,356	\$ 1,880
27	635-3050-551.12-41	High Deduct-Premium	\$ -	\$ 19,359	\$ 24,943	\$ 11,149
28	635-3050-551.12-42	High Deduct-Deductible	\$ -	\$ 6,643	\$ 8,000	\$ 3,666
29	635-3050-551.12-43	High Deduct-Coinsurance	\$ -	\$ -	\$ 2,500	\$ -
30	635-3050-551.12-44	Premium Dental Insurance	\$ -	\$ 2,066	\$ 2,612	\$ 1,223
31		<b>Personnel</b>	<b>\$ 211,249</b>	<b>\$ 222,529</b>	<b>\$ 230,156</b>	<b>\$ 100,384</b>
32	635-3050-551.21-02	Mileage Reimbursement	\$ 758	\$ 333	\$ 500	\$ 149
33	635-3050-551.21-04	Meals & Lodging	\$ 1,404	\$ 1,008	\$ 500	\$ 306
34	635-3050-551.22-01	Conferences & Seminars	\$ 3,776	\$ 1,115	\$ 1,050	\$ 185
35	635-3050-551.22-02	Dues & Subscriptions	\$ 671	\$ 878	\$ 900	\$ 522
36	635-3050-551.24-01	Printing & Copies	\$ 112	\$ 46	\$ 50	\$ -
37	635-3050-551.24-02	Advertising	\$ 5,384	\$ -	\$ -	\$ 1,716
38	635-3050-551.26-03	Copier	\$ 747	\$ 1,819	\$ 1,100	\$ -
39	635-3050-551.27-01	Audit/Accounting Services	\$ 8,450	\$ 8,890	\$ 9,000	\$ -
40	635-3050-551.27-03	Outside Legal Services	\$ 1,061	\$ 1,175	\$ 1,100	\$ 378
41	635-3050-551.27-06	Consultants	\$ 36,099	\$ 102,538	\$ 97,399	\$ 1,788
42	635-3050-551.28-02	Meeting Expenses	\$ -	\$ 27	\$ 150	\$ 307
43	635-3050-551.34-01	Telephone-Long Distance	\$ 12	\$ -	\$ -	\$ -
44	635-3050-551.34-02	Postage	\$ 139	\$ 163	\$ 150	\$ 28
45	635-3050-551.40-01	Office Supplies	\$ 176	\$ -	\$ -	\$ -
46		<b>Materials &amp; Services</b>	<b>\$ 58,789</b>	<b>\$ 117,992</b>	<b>\$ 111,899</b>	<b>\$ 5,379</b>
47	635-3050-551.81-46	General Fund Loan	\$ 761	\$ 870	\$ 1,000	\$ 146
48	635-3050-551.90-40	Transfer-Risk & Training	\$ -	\$ 700	\$ 700	\$ 292
49	635-3050-551.90-51	Transfer-Information Tech	\$ 8,100	\$ 9,400	\$ 9,800	\$ 4,083
50	635-3050-551.90-52	Transfer-Facility Managem	\$ 5,500	\$ 6,000	\$ 9,800	\$ 4,083
51	635-3050-551.90-55	Transfer-Admin & HR	\$ 4,200	\$ 3,500	\$ 4,900	\$ 2,042
52	635-3050-551.90-56	Transfer-Finance	\$ 6,300	\$ 5,800	\$ 4,200	\$ 1,750
53	635-3050-551.90-58	Transfer-Insurance Fund	\$ 1,000	\$ 900	\$ 500	\$ 341
54	635-3050-551.91-54	Allocation-PW Admin	\$ 16,500	\$ 13,000	\$ 9,400	\$ 3,917
55	635-3050-551.93-01	Loan Repayment-Gen Fund	\$ 50,000	\$ 135,000	\$ 90,000	\$ 45,000
56	635-3050-551.96-10	Transfer-Trans Ops & Plan	\$ -	\$ 13,445	\$ 12,000	\$ 5,000
57	635-3050-551.96-51	Transfer-Information Tech	\$ 252	\$ 1,871	\$ 2,200	\$ 273
58	635-3050-551.96-53	Transfer-Internal Enginee	\$ 10,630	\$ -	\$ -	\$ -
59	635-3050-799.93-99	Reclass to Balance Sheet	\$ (50,000)	\$ (135,000)	\$ -	\$ -
60		<b>Transfers &amp; Internal Costs</b>	<b>\$ 53,243</b>	<b>\$ 55,486</b>	<b>\$ 144,500</b>	<b>\$ 66,927</b>
61						
62						
		Rev/Exp	\$ 4	\$ 1	\$ (180,000)	\$ 112,495

**Bend Metropolitan Planning Organization  
Policy Board  
2013 Meeting Schedule**

The Bend MPO Policy Board generally meets on the 3<sup>rd</sup> Thursday of each month at 4:00 p.m. The meeting schedule is listed below.

<b>Meeting Date</b>	<b>Meeting Start Time</b>
January 17, 2013	4:00 p.m.
February 21, 2013	4:00 p.m.
March 21, 2013	4:00 p.m.
April 18, 2013	4:00 p.m.
May 16, 2013	4:00 p.m.
June 20, 2013	4:00 p.m.
July 18, 2013	4:00 p.m.
August 15, 2013	4:00 p.m.
September 19, 2013	4:00 p.m.
October 17, 2013	4:00 p.m.
November 21, 2013	4:00 p.m.
December 19, 2013	4:00 p.m.

**Meeting Location:**

The MPO TAC normally meets in the DeArmond Room (1<sup>st</sup> floor) at the Deschutes Services Center (1300 NW Wall Street, Bend).

**BMPO Staff:**

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