
AGENDA
Bend Metropolitan Planning Organization
Policy Board

Date: February 21, 2013
Time: 4:00 - 5:30 pm
Location: Deschutes Services Center
DeArmond Room (1st Floor)
1300 Wall Street (Bend)
Contact: Tyler Deke, BMPO (541) 693-2113
Jovi Anderson, BMPO (541) 693-2122

1. Call to Order & Introductions

2. Visitor Comments

3. Review/approve Policy Board meeting minutes - January 17, 2013 (Attachment A)

4. Citizens Advisory Committee Update

5. Election of Officers

Background: The Policy Board Bylaws state that the Policy Board shall elect the Chair and Vice Chair at the first meeting of the calendar year to serve for that year.

Attachments: None

Action Requested: Election of officers for calendar year 2013

6. Budget Committee Members

Background: The MPO Budget Committee will be meeting in April. There may be an opening for a citizen representative on the Committee.

Attachments: Budget Committee roster (Attachment B)

Action Requested: Recommend potential citizens members to serve on the Budget Committee

7. US 97 North Corridor EIS Update

Background: The US 97 Bend North Corridor project is being conducted by ODOT and the Federal Highway Administration (FHWA). The purpose is to provide practically designed solutions to improve safety and mobility for trucks and automobiles on US 97 between the Deschutes Market Road/Tumalo Junction interchange and Empire Avenue interchange. ODOT staff will provide an update on the US North Corridor project, including project timelines and the status of the Draft EIS.

Attachments: None. Materials may be distributed at the meeting. Project information is available on the following website: <http://www.us97solutions.org/>

Action Requested: None – Information Item

8. US 97/Murphy Project Update

Background: The purpose of the project is to improve safety and connectivity by constructing an east – west arterial in the south end of Bend and eliminating the traffic signals at the intersections of U.S. Highway 97 at Pinebrook Boulevard and U.S. 97 at 3rd Street. Staff will provide an update on the project, including project timelines.

Attachments: None. Materials may be distributed at the meeting. Project information is available on the following website:
<http://www.oregon.gov/ODOT/HWY/REGION4/Pages/us97-murphyrd/US97-MurphyRd.aspx>

Action Requested: None – Information Item

9. Other Business

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

10. Next Policy Board Meeting

The next Policy Board meeting is scheduled for March 21st at 4:00 p.m.

11. Adjourn

Additional Attachments

- Monthly Financial Summary (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 and/or (541) 389-2245. Providing at least 3 day's notice prior to the event will help ensure availability.

BEND METROPOLITAN PLANNING ORGANIZATION
POLICY BOARD MEETING

DRAFT Minutes

January 17, 2013

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

1. CALL TO ORDER – INTRODUCTIONS

Chair Capell called the meeting to order at 3:59 p.m. For the benefit of new members, he explained the MPO's purpose, meeting process, and boundaries. Mr. Deke summarized funding sources and how those dollars are allocated. Present during the meeting were:

Policy Board

Mark Capell, *Bend City Councilor*, **Chair**

Sally Russell, *Bend City Councilor*

Victor Chudowsky, *Bend City Councilor*

Chris Doty, *Deschutes County*, Road Department Director (County alternate)

Jim Bryant, *Oregon Department of Transportation (ODOT) Region 4* (State alternate)

MPO Staff

Tyler Deke, *BMPO Manager*

Jovi Anderson, *BMPO Program Technician*

Cameron Prow, TYPE-*Write II*

Visitors

Nick Arnis, *City of Bend*, Transportation Engineering Manager

Brooks Slyter, *City of Bend*, Accounting Manager

Michel Bayard, *BMPO Citizens Advisory Committee*

Liz Dickson, *Hurley Re, PC*

Jeremy Green, *Bryant, Lovlien & Jarvis*

Joni Bramlett, *ODOT*

(Secretary's 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): Mr. Doty moved to approve the Policy Board minutes for October 18, 2012, as written and December 20, 2012, subject to adding his name to those present at the December meeting. Chair Capell seconded the motion which passed unanimously.

4. ANNUAL FINANCIAL REPORT

Handouts: City's annual financial report and TKW's report to the Policy Board

Ms. Slyter introduced herself and summarized the annual audit process. The Bend MPO earned the highest rating possible. No audit adjustments were required. She thanked MPO staff for helping the City achieve a "clean" audit status for fiscal year 2012-2013.

5. ODOT HIGHWAY CLASSIFICATIONS

Attachment: ODOT Expressways, Page 9 of 37

Handouts: ODOT Expressways (8 pages)

Mr. Bryant reviewed how the expressway designation functions. Changes to the access management ordinance have been in effect for a year. ODOT staff have been meeting with local jurisdictions to assure that the expressway designation is properly applied in each community. Their findings will be reported to the state access management committee and to the Oregon Transportation Commission.

Board concerns included *positive and negative impacts of downgrading expressway sections on adjacent landowners and local government, impact on funding of mid-term and long-term projects, impact on TRIP 97, effect of "urban other" designation, and effect on interchange spacing.*

Chair Capell reported that Bob Bryant wants the expressway designation on Highway 97 to remain as it is to avoid degradation of the facility.

Mr. Arnis said City Council will have a work session on transportation issues in two weeks. The City is currently looking at phasing strategies to determine how to improve Cooley Road and Empire Avenue in the next 10 years. Ms. Russell requested that Mr. Arnis bring information to Council on what plans are now in place or close to being in place on the north end of town in terms of access and alignments.

Mr. Doty noted that TRIP 97 is working to replace the current volume-to-capacity ratio at intersections with a performance standard that measures the corridor impact.

Mr. Deke reported that the BMPO Technical Advisory Committee has recommended removing the expressway designation on Highway 20 between 11th Street and the Powell Butte Highway.

6. MPO DOCUMENT AMENDMENTS

Attachments: October 18, 2012, memo re: MPO Requirement for Notice of Program of Projects (POP); 10/18/12 Public Notice, revised 12/21/12

Mr. Deke summarized the impact of the Federal Transit Administration tri-annual audit on the Bend MPO. Minor changes are needed in the BMPO's public notice requirements for the Metropolitan Transportation Improvement Plan, Public Participation Plan, and Environmental Justice and Title VI Plan. The Policy Board initiated a 30-day public comment period on the proposed document amendments at its October 2012 meeting. Staff recommend amending the documents as proposed.

Chair Capell opened the public hearing at 4:50 p.m. and closed it when no one offered testimony.

Motion 2 (3/0/0): Mr. Doty moved that the Policy Board adopt the proposed document amendments to the public notice requirements for Bend MPO's 2012-2015 Metropolitan Transportation Improvement Program, Public Participation Plan, and Environmental Justice and Title VI Plan. Ms. Russell seconded the motion which passed unanimously.

7. 2012-2015 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Attachment: Proposed MTIP Amendments

Mr. Deke explained that the Murphy Road Overcrossing project is scheduled to begin construction this summer but is facing a \$5 million shortfall. Staff propose moving \$2.5 million from the US 97 Bend North Corridor Project (Key 14020) to the US 97/Murphy Road: Brookwood Boulevard to Parrell Road Project (Key 14215). ODOT has proposed constructing the Murphy Road project in two phases. If the bid for Phase 1 comes in lower than expected, any savings will be applied to the remaining \$2.5 million shortfall.

Mr. Arnis noted that Phase 2 will be let out for bid approximately 18 months after May 2013. If insufficient funds are available to build the two roundabouts proposed for Phase 2, the City's Steering Team will probably recommend building the Brookwood roundabout ahead of the Parrell Road roundabout.

Motion 3 (3/0/0): Mr. Bryant moved that the Policy Board approve the proposed amendments to the 2012-2015 Metropolitan Transportation Improvement Program. Mr. Chudowsky seconded the motion which passed unanimously.

8. ANNUAL LISTING OF FEDERALLY FUNDED TRANSPORTATION PROJECTS

Attachment: Annual Listing of Transportation Projects with Obligated Federal Funding in FFY 2012, December 2012

Handout: Correction to pie charts on Page 13

Mr. Deke said that the intention of the annual listing is to provide a mechanism for elected officials and citizens to see each year how much and where federal money is being expended within the MPO area. In response to the Policy Board's request in 2012, this annual listing also includes state and local transportation funding. He discussed how the nearly \$15 million in federal transportation funds and \$12.1 million in state and local funds were spent or obligated in 2012.

Mr. Arnis described bike and pedestrian improvements planned for Riverside Boulevard between Wall Street and the Tumalo Avenue/Galveston Avenue/Riverside intersection. During the planning process, public input was sought from neighborhood residents and Bend Metro Park and Recreation District.

9. OTHER BUSINESS

Attachment: Bend MPO Monthly Financial Report

10. NEXT POLICY BOARD MEETING

The next Policy Board meeting is scheduled on February 21, 2013, 4 p.m.

11. ADJOURN

With no further business, Chair Capell adjourned the meeting at 5:04 p.m.

ATTACHMENT B

Bend MPO Budget Committee - 2013

Name	Term Start	Term End
<i>Citizen Members</i>		
David Quiros	07/01/10	06/30/13
Bill Wagner	07/01/10	06/30/13
Ed Payne	07/01/10	06/30/13
Mike Lovely	07/01/12	06/30/15
Kyle Kendall	07/01/11	06/30/14
<i>BMPO Policy Board Members</i>		
Bob Bryant, ODOT		
Anthony DeBone, Deschutes County		
Sally Russell, City of Bend		
Victor Chudowsky, City of Bend		
Mark Capell, City of Bend		

Bend MPO Monthly Financial Report

ATTACHMENT C

#	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 ACTUALS	2011-2012 ACTUALS	2012-2013 BUDGET	2012-2013 YTD ACTUALS
1	FOR THE FISCAL YEA	R 2012-13	\$ -	\$ -	\$ -	\$ -
2	0	TWO		\$ -	\$ -	2012-13
3	0	YEAR'S AGO		LAST YEARS	ADJUSTED	Y-T-D
4	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUALS	ACTUALS	BUDGET	
5	635-0000-301.00-00	Beginning Working Capital	\$ 50,000	\$ 135,000	\$ 90,000	\$ 45,000
6	635-0000-333.20-00	Federal Passthrough DOT	\$ 276,577	\$ 258,484	\$ 214,473	\$ 78,371
7	635-0000-334.22-00	ODOT Grant	\$ -	\$ -	\$ 150,000	\$ 9,733
8	635-0000-334.22-01	State Match for MPO's	\$ 25,992	\$ 23,426	\$ 19,059	\$ (9,842)
9	635-0000-338.50-00	Miscellaneous	\$ 549	\$ 30,240	\$ -	\$ -
10	635-0000-361.00-00	Interest on Investments	\$ -	\$ -	\$ -	\$ (148)
11	635-0000-371.00-00	Donations/Contributions	\$ 9,529	\$ -	\$ -	\$ 4,519
12	635-0000-374.00-00	Other Miscellaneous	\$ -	\$ 411	\$ -	\$ 376
13	635-0000-386.10-00	From Governmental Funds	\$ -	\$ 83,445	\$ 13,023	\$ -
14	635-0000-386.50-00	From Internal Service Fnd	\$ 10,630	\$ -	\$ -	\$ -
15		Revenue	\$ 373,277	\$ 531,006	\$ 486,555	\$ 128,009
16	635-0000-392.01-00	Loan from General Fund	\$ 135,000	\$ 45,000	\$ 90,000	\$ -
17	635-0000-392.80-99	To Liability Account	\$ (135,000)	\$ (45,000)	\$ -	\$ -
18	635-0000-399.99-99	Working Capital Offset	\$ (50,000)	\$ (135,000)	\$ -	\$ (45,000)
19	635-9900-699.97-97	Contingencies	\$ -	\$ -	\$ 90,000	\$ -
20	635-3050-551.10-01	Regular Salaries	\$ 144,202	\$ 145,754	\$ 147,660	\$ 86,299
21	635-3050-551.12-01	FICA	\$ 10,688	\$ 10,635	\$ 11,150	\$ 6,314
22	635-3050-551.12-02	Unemployment	\$ 1,154	\$ 2,394	\$ 2,363	\$ 1,307
23	635-3050-551.12-03	PERS & OPSRP	\$ 15,127	\$ 19,985	\$ 20,185	\$ 11,797
24	635-3050-551.12-04	Disability Insurance	\$ 541	\$ 546	\$ 554	\$ 252
25	635-3050-551.12-05	Health Insurance	\$ 33,963	\$ 4,875	\$ -	\$ -
26	635-3050-551.12-06	Life Insurance	\$ 186	\$ 181	\$ 186	\$ 131
27	635-3050-551.12-07	Workers Compensation Ins	\$ 281	\$ 278	\$ 299	\$ 167
28	635-3050-551.12-13	PERS Debt Service	\$ 5,047	\$ 5,101	\$ 5,168	\$ 3,020
29	635-3050-551.12-21	Section 125 Benefits	\$ 60	\$ 213	\$ 180	\$ 140
30	635-3050-551.12-22	OPEB Funding	\$ -	\$ 4,499	\$ 4,356	\$ 2,632
31		Personnel	\$ 161,249	\$ 59,461	\$ 372,101	\$ 67,059
32	635-3050-551.12-41	High Deduct-Premium	\$ -	\$ 19,359	\$ 24,943	\$ 14,217
33	635-3050-551.12-42	High Deduct-Deductible	\$ -	\$ 6,643	\$ 8,000	\$ 5,333
34	635-3050-551.12-43	High Deduct-Coinsurance	\$ -	\$ -	\$ 2,500	\$ -
35	635-3050-551.12-44	Premium Dental Insurance	\$ -	\$ 2,066	\$ 2,612	\$ 1,562
36	635-3050-551.21-02	Mileage Reimbursement	\$ 758	\$ 333	\$ 500	\$ 299
37	635-3050-551.21-04	Meals & Lodging	\$ 1,404	\$ 1,008	\$ 500	\$ 312
38	635-3050-551.22-01	Conferences & Seminars	\$ 3,776	\$ 1,115	\$ 1,050	\$ 185
39	635-3050-551.22-02	Dues & Subscriptions	\$ 671	\$ 878	\$ 900	\$ 1,025
40	635-3050-551.24-01	Printing & Copies	\$ 112	\$ 46	\$ 50	\$ -
41	635-3050-551.24-02	Advertising	\$ 5,384	\$ -	\$ -	\$ 1,716
42	635-3050-551.26-03	Copier	\$ 747	\$ 1,819	\$ 1,100	\$ -
43	635-3050-551.27-01	Audit/Accounting Services	\$ 8,450	\$ 8,890	\$ 9,000	\$ 9,262
44	635-3050-551.27-03	Outside Legal Services	\$ 1,061	\$ 1,175	\$ 1,100	\$ 378
45	635-3050-551.27-06	Consultants	\$ 36,099	\$ 102,538	\$ 97,399	\$ 9,438
46		Materials & Services	\$ 58,462	\$ 145,870	\$ 149,654	\$ 43,727
47	635-3050-551.28-02	Meeting Expenses	\$ -	\$ 27	\$ 150	\$ 307
48	635-3050-551.34-01	Telephone-Long Distance	\$ 12	\$ -	\$ -	\$ -
49	635-3050-551.34-02	Postage	\$ 139	\$ 163	\$ 150	\$ 31
50	635-3050-551.40-01	Office Supplies	\$ 176	\$ -	\$ -	\$ -
51	635-3050-551.81-46	General Fund Loan	\$ 761	\$ 870	\$ 1,000	\$ 146
52	635-3050-551.90-40	Transfer-Risk & Training	\$ -	\$ 700	\$ 700	\$ 408
53	635-3050-551.90-51	Transfer-Information Tech	\$ 8,100	\$ 9,400	\$ 9,800	\$ 5,717
54	635-3050-551.90-52	Transfer-Facility Managem	\$ 5,500	\$ 6,000	\$ 9,800	\$ 5,717
55	635-3050-551.90-55	Transfer-Admin & HR	\$ 4,200	\$ 3,500	\$ 4,900	\$ 2,858
56	635-3050-551.90-56	Transfer-Finance	\$ 6,300	\$ 5,800	\$ 4,200	\$ 2,450
57	635-3050-551.90-58	Transfer-Insurance Fund	\$ 1,000	\$ 900	\$ 500	\$ 386
58	635-3050-551.91-54	Allocation-PW Admin	\$ 16,500	\$ 13,000	\$ 9,400	\$ 5,483
59	635-3050-551.93-01	Loan Repayment-Gen Fund	\$ 50,000	\$ 135,000	\$ 90,000	\$ 45,000
60		Transfers & Internal Costs	\$ 92,688	\$ 175,360	\$ 130,600	\$ 68,503
61		Rev/Exp	\$ (60,878)	\$ (150,315)	\$ 165,800	\$ 51,280
62						