
AGENDA
Bend Metropolitan Planning Organization
Policy Board

Date: July 21, 2023
Time: 12:00 – 1:30 pm
Location: Hybrid meeting

In-Person Location: ODOT Region 4, Building M, 63055 N. Highway 97, Bend, Baney Conference Room (use the DMV entrance on Mervin Sampels Road and Bldg. M is straight ahead)

Virtual Option: https://bendoregon.gov.zoom.us/webinar/register/WN_XVikHh9BS9eypSsgTOGalQ

After registering, you will receive a confirmation email with a link to join the meeting

To join by Phone: 1-888-788-0099, Enter webinar ID: 833 7090 9844 and Event Passcode: bmpo (*The ID and password are not typically required*)

To comment, use the "raise hand" feature and staff will call on you. Phone participants use *9

YouTube Option: <https://youtube.com/live/46OJT7IWJY?feature=share>

Contact: Tyler Deke at (541) 693-2113 or tdeke@bendoregon.gov

1. **Call to Order & Introductions** **Chair Campbell**
2. **Hybrid Meeting Guidelines** **Tyler Deke**
3. **Public Comment** **Chair Campbell**

Action Items

4. **Meeting Minutes** **Chair Campbell**
Review and approve the June 16, 2023, Policy Board (**Attachment A**) and July 6, 2023, Policy Board (**Attachment B**) draft meeting minutes.

Recommended Language for Motion: I move approval of the June 16, 2023, and July 6, 2023, Policy Board draft meeting minutes as presented.

Information Items

5. Bend MPO Boundary Adjustments Tyler Deke & Andrea Napoli

Background: After each Census, the Census Bureau adjusts the Urbanized Area (UZA) boundary for each MPO to reflect population growth and land use changes. The MPO boundary must include all areas identified within the UZA. It should also include areas that may become urbanized over the next 20 years. The Bend MPO boundary needs to be amended to include new UZA lands identified through the 2020 Census and future growth areas identified in City of Bend planning documents. MPO staff will review the new UZA area and potential changes to the MPO boundary.

Attachments: Memo (**Attachment C**) and Frequently Asked Questions (**Attachment D**)

Action Requested: Discuss required and potential MPO boundary adjustments, public process and next steps

6. Other Business Chair Campbell & Staff

- Summer of Safety update
- Dutch Cycling Embassy update
- Policy Board member meeting topic requests
- Safe Roads and Streets for All grant application update
- The next scheduled meeting of the Policy Board is August 18 at 12 noon

7. Public Comment Chair Campbell

8. Adjournment



Accessible Meeting/Alternate Format Notification

This meeting event/location is accessible. Sign or other 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 at no cost. Please contact Andrea Napoli no later than 24 hours in advance of the meeting at (541) 323-8545 or anapoli@bendoregon.gov. Providing at least 2 days-notice prior to the event will help ensure availability.



BMPO Bend Metropolitan
Planning Organization

Policy Board

Draft Minutes

June 16, 2023

ODOT Region 4, 63055 North Highway 97,
Building M – Baney Conference Room, Bend, Oregon

Link to meeting:

<https://youtube.com/live/n3u2z7WXEhQ?feature=share>

Present during the meeting (in person and virtually) were:

Policy Board Members: **BMPO Chair** Barb Campbell, Ariel “Ari” Mendez, *Mike Riley absent, Bend City Councilors; BMPO Vice-Chair* Phil Chang, *Deschutes County Commissioner; Bob Townsend, Oregon Department of Transportation (ODOT) Region 4 Area Manager*

Policy Board Alternates: None

MPO Staff: Tyler Deke, *Manager; Andrea Napoli, Senior Planner*

Visitors: Cameron Prow, *type Write II (contractor–recorder); Gary Vodden; Greg Bryant, Deschutes River Woods; Robin Lewis, City of Bend Transportation Engineer*

Media: None

(The 3 digits after a motion title show the number of member jurisdictions voting in favor/opposed/abstaining.)

1. **Call to Order and Introductions**

Chair Campbell called the regular meeting of the Bend Metropolitan Planning Organization (Bend MPO) Policy Board to order at 12:04 p.m., Friday, June 16, 2023, with a quorum of member jurisdictions present (3 of 3).

2. **Hybrid Meeting Guidelines**

Mr. Deke reviewed the meeting guidelines.

3. **Public Comment**

None.

ACTION ITEMS

4. **Meeting Minutes**

Materials: April 26, 2023, draft Budget Committee meeting minutes (Agenda Attachment A) and May 19, 2023, Policy Board draft meeting minutes (Agenda Attachment B).

Motion 1 (3/0/0): Mr. Mendez moved approval of the April 26, 2023, Budget Committee and May 19, 2023, Policy Board draft meeting minutes as presented. Mr. Chang seconded the motion which passed unanimously.

5. **2023-2024 Approved Budget Public Hearing and Adoption**

Materials: Resolution 2023-04 to adopt the budget (Agenda Attachment C). The 2023-2024 Approved Budget is posted on the MPO website at <https://www.bendoregon.gov/government/departments/bend-metro-planning-organization/plans-and-programs/work-plan-budget>.

Request: Hold public hearing and consider adoption of the 2023-2024 Approved Budget (via Resolution 2023-04).

Mr. Deke provided an overview of the BMPO Budget Committee's approved budget for fiscal year (FY) 2023-2024 (July 1, 2023, through June 30, 2024). Included in his presentation were FY 2023-24 priorities, major work tasks and funding sources, COVID Relief Program, FY 2023-24 draft budget summary, 2023-24 work program, and budget schedule/adoption.

Chair Campbell opened the public hearing to consider adoption of the 2023-2024 Approved Budget at 12:09 p.m. and closed the hearing when no one offered testimony.

Motion 2 (3/0/0): Mr. Mendez moved to adopt the Fiscal Year 2023-24 Approved Budget and make appropriations by means of Resolution 2023-04. Mr. Chang seconded the motion which passed unanimously.

6. **Approval of Promissory Note for FY 2022-23 Year-End Loan From the City of Bend**

Materials: Promissory Note (Agenda Attachment D).

Request: Authorize the Policy Board Chair to sign the Promissory Note as presented.

Mr. Deke outlined the background. Government accounting standards do not allow negative cash balances at the end of a fiscal year (June 30). Activities of the Bend MPO are fully supported by grants which are paid on a reimbursement basis. The Promissory Note will authorize an operating loan from the City of Bend General Fund to the MPO in an amount not to exceed \$100,000. This loan will provide interim financing before the grant funds are received and will be repaid with grant funds received in July 2023.

Policy Board discussion covered whether the MPO could build up a reserve balance to cover end-of-budget-year expenses, thus becoming more self-sufficient.

Motion 3 (3/0/0): Mr. Mendez moved to authorize the Policy Board Chair to sign the Promissory Note to document the reimbursement practices of the City of Bend and the Bend MPO and state law regarding year-to-year municipal budgets. Mr. Chang seconded the motion which passed unanimously.

7. **Federal Safe Streets and Roads for All – Grant Application**

Materials: Existing Bend Transportation Safety Action Plan (TSAP) posted at:

<https://www.bendoregon.gov/home/showpublisheddocument/43304/637177198387770000>

and <https://www.transportation.gov/grants/SS4A>. Information about the Safe Streets and Roads for All grant program available at:

<http://www.buildingabetterbend.org/upcoming-lectures.html>.

Request: Authorize staff to submit the grant application and to seek consultant support for the grant application.

Mr. Deke presented an overview of the Streets and Roads for All grant application which is due by July 10, 2023. The grant funds would be used to update the 2019 Bend TSAP. The TSAP update would allow staff to review/update high-crash location data (including crashes involving people walking and biking), develop planning/concept-level improvements for high-crash locations, and review/update other TSAP components. Staff would like to secure consultant services, on a time-and-materials basis, to assist in application preparation. Cost of the consultant services would not exceed \$10,000. Grant applications are due July 10, 2023.

Policy Board members discussed who would provide the 20% match for the funds received, coordinating with the City on this project, and whether the Bend MPO and the City could or should submit a joint application for funds needed to update the Bend Transportation Safety Action Plan.

Motion 4 (3/0/0): Mr. Mendez moved to authorize staff to submit a federal Safe Streets and Roads for All grant application to update the Bend Transportation Safety Action Plan. Mr. Chang seconded the motion which passed unanimously.

Motion 5 (3/0/0): Mr. Mendez moved to authorize staff to seek consultant support in an amount not to exceed \$10,000 to help prepare and submit a federal Safe Streets and Roads for All grant application to update the Bend Transportation Safety Action Plan. Mr. Chang seconded the motion which passed unanimously.

8. Metropolitan Transportation Plan (MTP) Update overview and MTP Goals and Policies

Materials: MTP Goals and Policies memo (Agenda Attachment E).

Request: Review and approve MTP Goals and Policies for the 2024 MTP update.

Ms. Napoli presented an overview of the next MTP update cycle which recently began. Bend MPO Technical Advisory Committee (TAC) reviewed the MTP Goals and Policies adopted in 2020 at their April and May 2023 meetings and recommended approval to the Policy Board with proposed changes. She reviewed the 2020 MTP Goals and Policies and the TAC-recommended edits.

Policy Board members discussed the adopted 2020 MTP goals and policies and TAC-recommended edits. Their concerns included definition of “vulnerable users,” prioritizing safety of vulnerable users, caution about limiting MPO activities, maximizing safety for all road users, if the “complete streets approach” applied to the Bend Parkway (freight route), ensuring that all users are accounted for in new and reconstructed facilities, what Title VI covers, ensuring that populations identified in Title VI and the equity mapping tool have access to transportation options and opportunities to participate in public planning processes, climate considerations, and impact on future generations.

Motion 5 (3/0/0): Mr. Mendez moved to approve the MTP Goals and Policies as amended during Policy Board discussion. Mr. Chang seconded the motion which passed unanimously.

INFORMATIONAL ITEMS

9. Other Business

- Chair Campbell announced Ms. Prow’s impending retirement and thanked her for 17 years of service to the Bend MPO.
- Support letter for Cascades East Transit grant application: Mr. Deke summarized CET’s grant application and request for Bend MPO support. Chair Campbell polled Policy Board members and received a nod of heads, indicating unanimous support for submitting the proposed letter of support.
- Dutch Cycling Embassy update: Mr. Deke shared results of research by Ms. Napoli and Ms. Lewis into additional funding opportunities for the Dutch Active Transportation workshop in Central Oregon. One potential source was a small Transportation Growth Management grant, but funds might not be available until after the workshop.

- Summer of Safety Proclamation: Chair Campbell reported attending a recent Central Oregon Area Commission on Transportation (COACT) Safety Committee meeting. Central Oregon Intergovernmental Council (COIC) received a federal transportation safety grant of \$90,000 that must be spent by the end of the federal fiscal year (September 30, 2023). During COACT discussion, she suggested the funds be used to support cross-marketing between the Bend MPO and other organizations (Commute Options, Cascades East Transit), traditional marketing (billboards, public service announcements), and more overtime hours for police enforcement. Chair Campbell polled Policy Board members and received a nod of heads, indicating they would likely support her suggestion if a vote should be needed in the future.
- Policy Board meeting topic requests: Please contact Chair Campbell or Mr. Deke before the next meeting.
- Special Policy Board virtual meeting only: July 6, 2023, 1 p.m. (Thursday).
- Regular Policy Board Meeting: July 21, 2023, 12 noon-1:30 p.m. (3rd Friday) – hybrid meeting (in person and virtual).

10. Public Comment

None.

11. Adjournment

With no further business, Chair Campbell adjourned the meeting at 1:42 p.m.



Policy Board

Draft Minutes

July 6, 2023

Virtual Zoom meeting

Link to meeting:

<https://www.youtube.com/watch?v=Hlq3kxhZQBQ>

Present during the meeting were:

Policy Board Members: **BMPO Vice-Chair** Phil Chang, *Deschutes County Commissioner*; Ariel "Ari" Mendez, *Barb Campbell absent, Mike Riley absent, Bend City Councilors*; Bob Townsend, *Oregon Department of Transportation (ODOT) Region 4 Area Manager*

Policy Board Alternates: David Abbas, *City of Bend Transportation and Mobility Department Director*; Chris Doty, *Deschutes County Road Department Director*

MPO Staff: Tyler Deke, *Manager*; Andrea Napoli, *Senior Planner*

Visitors: Tarik Rawlings; *Deschutes County Senior Transportation Planner*

Media: None

(The 3 digits after a motion title show the number of member jurisdictions voting in favor/opposed/abstaining.)

1. **Call to Order and Introductions**

Vice-Chair Chang called the meeting of the Bend Metropolitan Planning Organization (Bend MPO) Policy Board to order at 1:08 p.m., Thursday, July 6, 2023, with a quorum of member jurisdictions present (3 of 3).

2. **Hybrid Meeting Guidelines**

Mr. Deke reviewed the meeting guidelines.

3. **Public Comment**

None.

ACTION ITEMS

4. **Amendment to the 2021-2024 Metropolitan Transportation Improvement Program (MTIP)**

Materials: Public notice, which includes a summary of proposed changes to the US20: 3rd Street – 15th Street project. (Attachment A)

Request: Review and consider approval of the proposed amendment

Mr. Townsend provided an overview of the proposed project with a focus on the proposed median and protected crossing on US20 east of 27th Street. The project was included as part of a larger Central Oregon ARTS project, but the bids exceeded available funding, so this component was removed. Construction prices have declined, so the project will be added to the existing US20 project.

Motion 1 (3/0/0): Mr. Mendez moved to approve the proposed amendment to the 2021-2024 MTIP. Mr. Townsend seconded the motion which passed unanimously.

5. **Public Comment**

None.

6. Adjournment

With no further business, Vice-Chair Chang adjourned the meeting at 1:23 p.m.



Date: July 12, 2023
To: Bend MPO Policy Board
From: Tyler Deke, Manager and Andrea Napoli, Senior Planner
Subject: MPO Boundary Modifications

Background

The metropolitan planning area (MPA) boundary is a federal requirement for the metropolitan planning process. The boundary is determined in agreement by individual Metropolitan Planning Organizations (MPOs) and the Governor.

By law, each metropolitan planning area must encompass at least the existing urbanized area (UZA) as defined by the most recent Census and adjacent areas expected to become urbanized within the next 20 years. The boundary may encompass the entire metropolitan statistical area as defined by the Census Bureau.

The Census Bureau updates UZA boundaries every 10 years following the conclusion of each Census. A UZA represents a densely developed area encompassing residential, commercial, and other urban land uses. The updated UZA data was issued in a Federal Register Notice in late 2022. The MPA boundaries are reviewed and updated as necessary after each Census by the MPO in cooperation with the Oregon Department of Transportation (ODOT).

Discussion

Like most MPOs, the Bend MPO boundary currently does not cover the 2020 UZA as defined by the Census Bureau. To comply with federal regulations, the MPO boundary must include the entire defined UZA and other lands deemed appropriate by the Bend MPO. Once approved by the Policy Board, the new boundary recommendation will be forwarded to ODOT. ODOT is coordinating the Governor's approval of changes to MPO boundaries statewide.

The MPA boundary should be set to include transportation facilities and programs specific to the Bend metropolitan area to form a comprehensive area for administering the federal metropolitan planning process. In addition to meeting federal requirements for the minimum MPO boundary, the following objectives should be considered:

- keep the MPO boundary as consistent as possible with the Bend Urban Growth Boundary (UGB);
- set the MPO boundary to encompass entire roads, not half roads;
- include the entire length of significant roadways; and
- keep the boundary as consistent as possible with established data boundaries such as census boundaries.

Proposed modifications to the existing MPO boundary around Bend include:

- adjustments to reflect changes to the Bend UGB, if any; and

- adjustments to reflect minor UZA modifications on the periphery of the Bend UGB.

After the 2010 Census, the MPO boundary was expanded along US20 to include part of Tumalo. The current UZA from the Census Bureau does not include Tumalo. The UZA now stops near the top of the grade before US20 drops toward the Deschutes River. Staff will seek input and guidance from the TAC and Policy Board regarding this change.

Public Involvement

Proposed boundary changes will be discussed at meetings of the TAC and Policy Board in July and August. Final boundary adjustments must be submitted to ODOT by September 1.

Next Steps

The Policy Board will need to adopt a boundary modification by September 1. Upon approval of the new MPO boundary by the Policy Board, staff will send the proposed boundary adjustment to ODOT. ODOT will then coordinate with the Governor's office to obtain her approval of the revised boundary.

Action Requested

Provide input and guidance to staff on proposed boundary modifications

Bend MPO Boundary Changes – Frequently Asked Questions

Definitions

What is an Urbanized Area (UZA)?

An Urbanized Area is a geographic area designated by the Census Bureau, consisting of a central area and adjacent lands that together contain at least 50,000 people, generally with an overall population density of at least 1,000 people per square mile.

What is a Metropolitan Planning Area (MPA)?

A Metropolitan Planning Area is the geographic area in which the federal metropolitan transportation planning process must be implemented. The MPA boundary must, at a minimum, cover the urbanized area and adjacent areas likely to develop within the next twenty years. The boundary may encompass the entire metropolitan statistical area as defined by the Census Bureau.

Adjustments to Existing MPA Boundaries

How is the Federal Aid Urban Boundary (FAUB) determined?

Census data determines when an area's population is sufficient to qualify as "urban". FAUBs must include at a minimum the entire urban area defined by the Census Bureau and have a minimum population of 5,000. The census-defined boundaries can be "smoothed" to incorporate local conditions such as the UGB, terrain, and special traffic generators. Boundary locations should be selected to include logical transportation control points such as interchanges and major crossroads. Also, boundaries should include airports and seaports if they lie within a reasonable distance of the Census boundary.

Why are Federal Aid Urban Boundaries (FAUB) and Federal Functional Classifications (FFC) being updated now?

After each U.S. Decennial Census, the Federal Highway Administration (FHWA) requires states to review and update their FAUB and FFC. It takes several years for the Census Bureau to prepare the urban boundary data from the Census that is required in order to update FAUB and FFC. Urban boundary data from the 2020 Census was released in late 2022.

When are updates to the FAUB and FFC required to be completed?

FHWA is asking jurisdictions to complete adjustments to Federal Aid Urban Area Boundaries by December 29, 2023 (this means that the adjusted boundaries have been approved by ODOT and the FHWA). FHWA will consider all urban area boundaries final as of April 15, 2025, and will use the original 2020 Census boundaries for all urban areas that have not been adjusted. Updates to the Federal Functional Classifications should be completed and approved by ODOT and FHWA by December 29, 2025.

Is there an appeal process for federally designated urbanized areas (UZAs)?

No, there is not an appeal process for federally designated urbanized areas (UZAs). All federal literature clearly specifies that the UZA must be included in the MPA boundary. Metro (Portland) received confirmation from the Census Bureau that there is no appeal process for reducing the size of the UZA boundary – only the ability to propose outward adjustments.

Can urban area boundaries include less area than the Census-designated boundaries?

No. Federal Transportation legislation specifically requires any adjustments to urbanized area boundaries to include, at a minimum, the entire urbanized area designated by the Census Bureau.

Does the Federal Highway Administration or Federal Transit Administration need to approve boundary changes?

No. Approval of MPA boundaries by these federal agencies is not required. However, the boundary maps must be submitted to these agencies after approval by the MPO and the Governor.

Can FAUB updates be made between Census years? For example, if a UGB is updated, could an urban area request to make corresponding changes in the FAUB?

The latest information from the Census Bureau and FHWA is that it will not be possible to make changes to FAUBs until the 2030 Census data is released (this is a change from prior guidance).

Impacts to the MPO Plans, Programs, and Other Items

What determines urban/rural for federally funded projects? The MPO planning boundary, Urban Growth Boundary (UGB) or Federal Aid Urban Boundary (FAUB)?

The Federal Aid Urban Boundary. Roadways inside the FAUB have urban classifications while those outside the FAUB have rural classifications.

What are the impacts to the Metropolitan Transportation Plan (MTP)?

An expanded boundary will have minimal impacts to the Plan. For the next Plan update, member agencies may request projects be included for the newly designated planning areas. Those projects will need to fit within the long-range financial forecast.

What are the impacts to the Metropolitan Transportation Improvement Program (MTIP)?

An expanded boundary will have minimal impacts to the MTIP. Projects located within the boundary are eligible for federal transportation funding distributed through the MPO. Any regionally significant project or projects receiving ODOT administered funding or federal transit funding must be included in the MTIP if they are located within the boundary.

What are the impacts to the annual unified planning work program (UPWP)?

An expanded boundary will have minimal impacts to the work program. The description of planning activities that are funded will need to include projects within the new boundary areas. Any needed updates to the work program planning descriptions can be added to the 2023-2025 UPWP.

Do MPA boundary changes impact Roadway Functional Classifications?

The impact on transportation facilities in rural areas (within the boundary) is expected to be minimal. Even though the federal functional classification of a transportation facility may change due to the boundary, it does not change state requirements and limitations. Once adjustments to the boundary are adopted, roadways that are impacted by the new boundary may need to be functionally reclassified.

Do boundary changes impact distribution of federal funds?

Federal funds are distributed within Oregon to large urban areas, small urban areas, counties, and small cities, in proportion to their relative share of the total population and other factors. Available federal funds could be utilized for transportation plans, programs, or projects within the expanded areas.

What is the impact on rural lands that are now included within the MPA boundary?

There will be no impact. The MPO does not have land use authority. The authority to implement land use planning functions resides with the local governing agency (City or County) in coordination with the State, and is not impacted by the federal MPA boundary.

What are the practical impacts to the areas being added to the boundary?

There are no practical impacts. The new areas will be included in the MPO transportation plan. Any state or federally funded projects in the new areas will need to be included in the Metropolitan Transportation Improvement Program (the MPO version of a capital improvement program). MPO funding could be utilized for transportation plans or projects within the expanded areas.

Why was Tumalo added after the 2010 Census?

The Tumalo core is considered a “noncontiguous qualifying territory” and an “area of high population density.” To meet these criteria, the area must have 500 persons per square mile (about 0.8 persons per acre). The federal rules include a provision for “inclusion of noncontiguous territory via hops and jumps.” Tumalo was added via the “jump” provision.