

Meeting Minutes



BMPO Policy Board

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

Date: December 20, 2024

Time: 12:00 p.m.

Prepared by: ABC Transcription Services, LLC.

In Attendance

Policy Board Members

- Chair Barb Campbell, Bend City Councilor
- Vice-Chair Phil Chang, Deschutes County Commissioner
- Ariel "Ari" Mendez, Bend City Councilor
- Omar Ahmed, Oregon Department of Transportation (ODOT) Central Oregon Area Manager

BMPO Staff and Other Attendees

- Tyler Deke, BMPO Manager
- Kelli Kennedy, BMPO Staff
- Tarik Rawlings, Deschutes County
- Samantha Nelson, City of Bend
- Alma Aguiar, City of Bend
- Chris Doty, Deschutes County
- Bob Townsend, Cascades East Transit (CET)
- Tory Carr, City of Bend
- David Abbas, City of Bend
- Tobias Marx, City of Bend
- Kymala Lutz, City of Bend

Agenda Items

1. Call to Order and Introductions

Chair Campbell called the regular meeting to order at 12:06 p.m., with a quorum established.

2. Hybrid Meeting Guidelines

Manager Deke reviewed the meeting guidelines.

3. Public Comment

Chair Campbell called for public comment. There was none.

4. Meeting Minutes

Materials referenced: November 15, 2024, Policy Board draft meeting minutes (Attachment A in agenda packet)

Motion 1: Ariel Mendez moved approval of the November 15, 2024, Policy Board draft meeting minutes as presented. Phil Chang seconded the motion which passed unanimously.

5. FY24 Annual Financial Report

Materials referenced: The FY24 Annual Financial Report was available at

www.bendoregon.gov/mpobudget

Kymala Lutz gave an overview of the MPO's audited financials for the fiscal year that ended June 30, 2024, noting the MPO had an intergovernmental agreement (IGA) with the City of Bend as their fiscal agent, and Moss Adams LLP was the audit partner through a contract with the City of Bend. In prior years, the MPO had operated from a zero-net position, with revenue equaling expenditure, but due to structural changes in grants at ODOT, the MPO would have a net-positive position moving forward.

Questions were addressed regarding ending fund balances rolling forward to the next year, interest income opportunities from being in a net-positive position, possibly creating a policy to invest interest income, and the change where State Highway Funds were now brought directly into the MPO Budget to be passed on to the recipient, which allowed an opportunity for interest income on those funds.

Motion 2: Ariel Mendez moved acceptance of the fiscal year 2023-2024 BMPO Annual Financial Report. Phil Chang seconded the motion which passed unanimously.

6. FY25 Budget – Resolution for MPO Staffing Change

Materials referenced: Resolution 2024-07 (Attachment B in the agenda packet)

Manager Deke stated no policy existed to modify the number of MPO employees. The current MPO Budget was based on 2.8 full-time employee (FTE) equivalents. The workload was increasing, federal requirements were increasing, and the MPO would be taking a large role to help the City of Bend to meet the State's new climate rules. The request was to increase the MPO FTE equivalent from 2.8 to 3.0 using existing personnel at an estimated cost increase of \$21,300 per year.

Tory Carr clarified the personnel cost increase would go \$2,000 over the current Personnel Budget according to the year-end projections. Materials and Services funds could be used to offset the overage without doing a Budget Adjustment, or in a worst-case scenario, Contingency

Funds could be used, and a Budget Adjustment could be presented to the MPO at the end of the fiscal year to adjust for the \$2,000 overage.

Manager Deke noted Materials and Services had a line item for Consultants that would very likely have unallocated funds that could be moved to cover the \$2,000. He clarified that the FTE salary included full benefits.

Motion 3: Ariel Mendez moved approval of the increase in MPO Staff full-time equivalents from 2.8 to 3.0 by way of Resolution 2024-07. Omar Ahmed seconded the motion which passed unanimously.

7. FY26 Budget Reserve and Sponsorship Funding

Manager Deke reminded the Policy Board of the previous discussion about possibly having funding available to sponsor events like speakers or conferences related to transportation and climate change, especially when funds would be matched or a last funding gap needed covered. The City of Bend's sponsorship policy could possibly be simplified and used as guidelines for providing sponsorship funds to external entities. He clarified that Sponsorship had not been included in the MPO Budget previously, but the MPO had been approached before to provide funding for events and had used COVID funding or extra funds from a Public Outreach line item to cover the cost. The MPO could continue using a one-off approach to sponsorship requests or create a more formal policy.

The Board discussed making Sponsorship an official line item in the budget, which would provide more context as to how much was available to be awarded but may increase the number of applications. Staff confirmed unused Sponsorship funds could be reallocated for another purpose, and if more funds were needed for Sponsorship, the funds could be moved from other line items in Materials and Services.

Manager Deke clarified the MPO had utilized federal Surface Transportation Block Grant (STBG) funds to support the Oregon State University (OSU) Transit Pilot Program which was different from sponsorship. He confirmed requests for sponsorship were not received every year, and the fund would not have to be spent yearly. He noted a small sponsorship request for around \$200 would come to the MPO next month, and if the line item were created, Staff would notify other local nonprofits that may be interested.

The Board discussed the possibility of increased demand for sponsorship after establishing a formal program and noted that the MPO had turned down a request to sponsor the Build Better Bend lecture because it was more about urban growth than transportation. The City of Bend's sponsorship policy was very broad, and it would benefit the MPO to narrow the sponsorship opportunities to only include events related to transportation, safety, or greenhouse gases, perhaps with some sort of equity component regarding opportunities for marginalized people.

Manager Deke supported adding the line item and recommended keeping the dollar amount of the Sponsorship Fund low, noting around \$2,500 was appropriate.

Manager Deke sought guidance from the Policy Board on options for budgeting reserves, including keeping funds unallocated, adding them to the Contingency Fund, or building a Reserve Fund for long-term planning. Recent Budgets had left unspent funds unallocated and moved the funds to a Materials and Services Consulting line item to be carried forward to the next year's Budget. He recommended maintaining the \$100,000 Contingency Fund and developing Reserves to address long-term planning needs and to mitigate long-term risk presented by the possibility of economic downturn or decreased federal or state funding in the future. Staff recommended developing cost estimates and contacting agency partners about long-term planning needs and developing options for building a Reserve Fund to be presented to the Policy Board in January or February 2025 to be build into the FY 2026 Budget.

Tory Carr clarified the Contingency had been budgeted annually for \$100,000 to mitigate short-term risk within the budget year, like unexpected expenses or cost increases, whereas the Reserve was a more long-term solution for offsetting reduced funding or completing a project that was cost prohibitive. Unallocated program funding was for funding projects that came up during the fiscal year. She clarified the difference between a Contingency and Reserves was the Contingency would always be budgeted at \$100,000 and would be replenished annually to be used for unexpected expenses, where Reserves were meant to be built gradually to address more significant future impacts or plan for a specific project, and Contingency would be used before Reserves.

Questions and comments from the Policy Board were addressed regarding the Reserve Fund not being a good way to plan for loss of revenue; building Reserves to prepare for a disaster and using the funds for additional projects only if there was ample surplus; consulting partners to determine long-term planning needs; disasters or other expenses; the Reserve's strategic role; and the possible impacts of the match requirement for federal funding not being provided by ODOT in the future.

Manager Deke explained that federal funding was distributed to State MPOs using a formula that was updated only every ten years, and the formula had just been updated in ways that would benefit the MPO. He could envision the MPO Budget stabilizing or increasing over the next year or two, allowing funds to be allocated to Reserves.

The BMPO Policy Board consented to allow Staff to return with more information about creating a Reserve Fund.

8. Metropolitan Transportation Improvement Program (MTIP) amendments

Materials referenced: Public notice, including a summary of the proposed amendments
(Attachment C in the agenda packet)

Kelli Kennedy presented the four proposed MTIP amendments which included increasing funding to match the grant for one transit project and adding two transit projects and one county project. No public comments were received during the public comment period. It was clarified that the project totals listed were for the full cost of the projects and were not indicative of the MPO's contribution amount.

Motion 4: Ariel Mendez moved approval of the proposed amendments to the 2024-2027 MTIP as presented. Omar Ahmed seconded the motion which passed unanimously.

9. Deschutes County Transportation System Plan (TSP) and Tumalo Community Plan (TCP)

Materials referenced: Tumalo Community Plan (Attachment D in the agenda packet)

The Deschutes County Transportation webpage could be visited at
<https://www.deschutescounty.gov/cd/page/transportation-planning>

A copy of the Deschutes County TSP could be downloaded at
[Deschutes County TSP](#)

Tarik Rawlings presented an overview of the recently updated Deschutes County 2020-2040 Transportation System Plan (TSP) with information on the update process, prioritized transportation investments, funding priorities, and public comment topics. The TSP became effective July 18, 2024. He also reviewed the updated Tumalo Community Plan (TCP) detailing the TCP components, activities in Tumalo, public outreach results, the update process, and the Board of County Commissioner's recommendations, including limiting multi-family housing to four units per lot. The TCP became effective August 6, 2024.

Tarik Rawlings clarified the TCP Goals and Policies recommended pursuing legislative text amendment changes to the Zoning Code to limit multi-family housing to four units per lot, but a text amendment proposal specifying a limit of four multi-family housing units per lot would need to be applied for with the County. He explained lot sizes in Tumalo varied widely, with some lots in the core area being only 16 ft wide and some zoning areas east of the river requiring a five-acre minimum lot size. Due to public opposition, it had been uncertain whether the multiuse pathways would make it in the TSP. He described current commute dynamics, stating that most of the routes were within the city boundaries and there were plans to create mobility hubs and possibly put a bus stop at Tumalo, though that idea had received some pushback.

Commissioner Chang left the meeting at this time.

Manager Deke described a census tool called "On the Map" which provided commute data back to 2005 and provided a way to compare how the commute dynamics changed over time.

10. City of Bend Mobility Points – Existing System & Carbon Reduction Program Funding

Tobias Marx, City of Bend, provided an overview of the Shared Micro Mobility Program highlighting ridership and trip data gathered from 2022 to 2024; policies for monitoring and enforcing bicycle parking compliance; lessons learned and the next steps toward launching the permanent Shared Micro Mobility Program for e-bikes during Memorial Day Weekend 2025; and continuing to evaluate other devices like scooters in the future. He described the plan to add six to eight new Neighborhood Mobility Points to expand transit access in 2025, with some locations still to be determined. He also noted the City had received a \$1.2 million grant from the Carbon Reduction Program to fund developing the Mobility Point Pilot Program and work on an intergovernmental agreement (IGA) with ODOT was underway.

Questions from the Board were addressed regarding the operational model for the Shared Micro Mobility Program staying mostly the same despite possibly changing vendors; focus on areas with high demand for e-bikes, such as the Mobility Point at South Mirror Pond; and the shift to fewer complaints in 2024 than previous years.

11. Other Business

The next scheduled meeting of the Policy Board would be January 24, 2025, at 12:00 p.m.

Special thanks were expressed to Chair Campbell for her service and accomplishments on the BMPO Policy Board and the Bend City Council.

12. Public Comment

Chair Campbell called for public comment. There was none.

13. Adjournment

Chair Campbell adjourned the meeting at 1:44 p.m.

Accommodation Information for People with Disabilities



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