
AGENDA
Bend Metropolitan Planning Organization
Policy Board

Date: October 18, 2012
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: September 20** (Attachment A)

4. **City of Bend Bridge Inventory**

Background: City of Bend staff recently completed a full inventory of its bridge and culvert system. City staff will discuss the inventory and next steps (e.g. needed maintenance, funding).

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

Action Requested: Information only

5. **Oregon ACTS Mini-Grant Application**

Background: The Oregon Alliance for Community Traffic Safety (Oregon ACTS) is a non-profit entity with a focus on all aspects of transportation safety. ACTS awards small grants each year to projects throughout Oregon. The Bend MPO has received grant awards 2009-10, 2010-11, and 2011-12. MPO is drafting a grant application for the 2012-13 funding cycle. Staff will provide an overview of the draft 2012-13 application.

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

Action Requested: Consider approval of the proposed application

6. **Bend MPO Staff Location**

Background: ODOT Region 4 is constructing a new building on their property at the north end of Bend. In 2009 and 2010, ODOT and MPO staff discussed relocating MPO staff to the new ODOT building. Staff will provide an update on the status of the new building and possible MPO staff co-location at the facility.

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

Action Requested: Discuss the potential relocation of MPO staff to the ODOT campus. Provide direction to MPO staff and ODOT staff.

7. MPO Document Amendments

Background: Cascades East Transit underwent a Triennial Review by 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. Staff will provide an overview of the 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.

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

Action Requested: Initiate 30-day public comment period on the proposed changes. Adoption of the proposed changes will be scheduled for the December 20 Policy Board meeting.

8. ODOT 2015-18 Statewide Transportation Improvement Program

Background: ODOT is initiating development of the 2015-2018 Statewide Transportation Improvement Program (STIP) and is proposing a new process that allows maximum flexibility in the use of limited funds. The expectation of ODOT is to identify and fund the best multimodal transportation projects and programs. Staff will briefly discuss the new process, the role of the MPO, and possible projects from the MPO area.

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

Action Requested: Discussion of potential projects, partnership opportunities and “next steps”

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 November 15th at 4:00 p.m.

11. Adjourn

Additional Attachments

- Monthly Financial Summary (Attachment B)



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 days notice prior to the event will help ensure availability.

BEND METROPOLITAN PLANNING ORGANIZATION
POLICY BOARD MEETING

DRAFT Minutes

September 20, 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 p.m. Present during the meeting were:

Policy Board

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

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

Devin Hearing, *Oregon Department of Transportation (ODOT)*

Kathie Eckman, *Bend City Council*

MPO Staff

Tyler Deke, *BMPO Manager*

Jovi Anderson, *BMPO Program Technician*

Cameron Prow, TYPE-*Write II*

Visitors

Liz Dickson, *Hurley Re, PC*

Joni Bramlett, *ODOT Region 4 Transit Coordinator*

Joel McCarroll, *ODOT*

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

Robin Lewis, *City of Bend Traffic Engineer*

Scott Aycock, *Central Oregon Intergovernmental Council (COIC)/Central Oregon Area Commission on Transportation (COACT)*

(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): Ms. Eckman moved to approve the Policy Board minutes for July 19, 2012, as submitted. Mr. Doty seconded the motion which passed unanimously.

5. ODOT 2015-2018 STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM

Attachments/: New ODOT Funding Process, 2015-18 STIP Process – Update to COACT, memo re: Draft City of Bend Projects for ODOT 2015-2018 STIP Enhance It Category, PowerPoint presentation

Mr. Deke said that ODOT is changing its program-based funding process to a value-based one. The goal is to identify and fund the best multimodal transportation projects and programs, based on community and state values. He explained the general process, expectations, and timelines. *Fix-It* funding will be directed to state highway system projects: pavement preservation, safety, state bridges, lights/signs/signals, operations, transportation demand management, high-risk rural roads, rail-highway crossings, and stormwater retrofit. He discussed the roles of MPOs and Area Commissions on Transportation (ACTs) in recommending *Enhance-It* projects for selection by the Oregon Transportation Commission. He summarized Central Oregon priority projects for pavement preservation, operations, and safety proposed for the 2016-2018 funding cycle.

The Enhance-It application process opens next week and closes November 27, 2012. Mr. Arnis outlined City criteria for project review: *readiness* (funding, right-of-way, utilities, public outreach), *estimated match*, *benefits*, and *validation by City Manager, department heads, and City Council*. Projects under consideration for Enhance applications included Murphy Road overcrossing roundabouts (Parrell Road, Brookwood Boulevard), 3rd Street curb ramps and sidewalk improvements (Franklin Avenue to Badger Road), Galveston Avenue pedestrian and street improvements (Riverside Boulevard to 14th Street), 3rd Street signal replacements (Wilson Avenue and Franklin Avenue), Franklin bike and stormwater improvements (Bond Street to undercrossing), Highway 97 safety and pedestrian study (Murphy project to Powers Road), and Intelligent Transportation Systems project with ODOT. The proposed project list will be presented to City Council on October 17, 2012.

Mr. Aycock said that COIC and Cascades East Transit (CET) will apply for two projects, parts of which may be applicable to the Bend MPO area. He'll provide a draft list to BMPO staff.

Mr. Deke said that Bend Metro Park and Recreation District plans to apply for at least one Enhance-It project for trails. Only the top two or three Enhance-It projects applied for are likely to receive funding.

Board members clarified their understanding of the new funding process.

4. **2012-2015 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS**

Attachment: 2010-2013/2012-2015 Metropolitan Transportation Improvement Plan Amendment Notice 8/16/12

Ms. Anderson summarized the proposed MTIP Amendments for CET/COIC (#17848, #17908, #18102), Deschutes County (#17573), and ODOT (#16244 and #14020).

Mr. Deke provided additional details in response to Chair Capell's question about local match funding.

Motion 2 (3/0/0): Ms. Eckman moved that the Policy Board approve the proposed amendments to the 2012-2015 Metropolitan Transportation Improvement Program as presented. Vice Chair DeBone seconded the motion which passed unanimously.

6. **STRATEGIC HIGHWAY RESEARCH PROGRAM – MPO INVOLVEMENT**

Attachments: Strategic Highway Research Project Overview and BMPO staff letter of commitment

Mr. Deke said the TRIP 97 consultant (Kittelson and Associates) submitted an application for SHRP2 funding from this federally mandated program. Obtaining this funding would elevate the TRIP 97 project to a national level. National status would facilitate access to traditional funding sources and could bring new funding into the region for implementation projects. If funding is approved, the project would begin in January 2013 and continue for about 14 months. Kittelson has estimated that 100-120 hours of local staff time will be needed from ODOT and the Bend MPO. As a member of the consultant team, the Bend MPO would be able to bill for the staff time it invests in the TRIP 97 project.

Kittelson has requested letters of support and participation. He and ODOT Region 4 have both submitted letters of staff support. He asked for a Policy Board letter of support.

By consensus, Policy Board members authorized sending a letter of support to Kittelson.

8. COIC PROJECTS UPDATE

Mr. Aycock summarized CET operations including fixed-route bus service in Bend, community connector shuttles, and Dial-A-Ride (demand) services. Due to lack of funding, COIC will retain community connector routes but will reduce service frequency.

- b. Central Oregon Regional Transit Master Plan: Mr. Aycock said this process complemented the BMPO's Public Transit Plan. Nelson/Nygaard is COIC's consulting team and Mr. Deke is a member of the project management team. He reviewed RTMP goals, survey findings, and funding options. Next steps include an Existing Conditions Report (imminent), regional public meetings (last one in October 2012), Future Transit Demand Report (fall 2012), Draft Service Offerings and Draft Funding Plans for each community and the region as a whole (winter 2013), and feedback from City Councils, County Commissions, Bend MPO, COACT, and the COIC Board (winter-spring 2013). Implementation measures will include adoption by the COIC Board and minor amendments to city and county transportation system plans (TSPs). COIC will do another survey in spring 2013 once the Bend Public Transit Plan and the RTMP service concepts are finalized.

Mr. Aycock reviewed survey results. *Community Preference Survey*: The most-requested improvements were better commuter and peak-period service, fixed-route busses, more frequent service, and later evening service. Bend's fixed-route system has the most riders and lowest cost per ride. *Community Connector Survey*: Shuttles are used 77% for work and school; 66% of riders are new within the last year. The Redmond-Bend shuttle is the most popular, operating 8 round trips a day (total cost, \$6.25 per ride; rider cost, \$3.75) and growing at 16% per year. Limited bike-carrying capacity on busses is a barrier to increasing use by cyclists. COIC is considering bike storage facilities at the ends of each route. Most-requested improvements were weekend service, Saturday service, and more frequent service.

Funding options being considered are taxes (property, payroll, sales), COIC member dues, city transit utility fees, fare increases, and strategic partnerships. COIC is seeking a legal opinion on the implications of using ORS 190.083, Transportation Facilities Property Tax, without forming a transportation district. ODOT's Bob Bryant has suggested asking Oregon's Regional Solutions Team to convene a "blue ribbon panel" to address the transportation funding challenge.

Board discussion covered *fareless bus rides* (Corvallis, Oregon), *funding impacts and political reality*, and *state scenario planning tie-in*.

Ms. Lewis asked about the feasibility of installing bike racks on the side of a bus.

- a. Central Oregon (Strategic) Transportation Options Plan: Mr. Aycock reviewed COTOP purpose, goals, scope of work, strategy package development, analysis, and timeline. COTOP is a regionwide policy approach to identify cost-effective investments to meet long-term (2030) travel demand (all modes including rail) on eight corridors in Central Oregon. Progress has been slower than expected due to

the recession. Next steps include developing the Revised 2030 Trip Forecast and Infrastructure Estimates and Traffic Reduction Opportunities/Strategies (September 2012), Strategy Package Development (fall 2012), Revised Strategies, Cost and Greenhouse Gas (GHG) Analysis (fall 2012/winter 2013), and Final Plan – Strategies, Costs, Benefits, Public Policy Analysis and Implementation (winter/spring 2013). The technical advisory committee includes planners from all cities and counties and other staff. He has been and will continue to make regular reports to COACT as this project is expected to impact the TRIP 97 process.

Board concerns included *consistency with the Statewide Transportation Strategy to reduce GHG emissions*.

Vice Chair DeBone reported that an update on the STS program was presented to the Oregon Land Conservation and Development Commission today. Also discussed was La Pine's adoption of a comprehensive plan.

- c. Regional Park-and-Ride Lot Plan: Mr. Aycock said that this plan is barely underway but will complement RTMP and COTOP. This project is expected to generate a list of priorities for upgrading and/or relocating existing lots and siting new ones.

7. RECTANGULAR RAPID FLASHING BEACONS – INSTALLATIONS IN BEND

Ms. Anderson summarized the level of staff support she has provided to Ms. Lewis since three RRFBs were installed in Bend (US 97/Parkway at Reed Lane and Badger Road, US 20/Greenwood Avenue at NE 12th Street).

Ms. Lewis said that she has been working with ODOT to generate reports and maps for local needs. Having a “home” for data and the ability to access and analyze it has been very helpful. In the past month, she has met with the Deschutes Bicycle/Pedestrian Advisory Committee and neighborhood association chairs. She discussed risks due to the speeds and number of lanes on arterial roadways, safety tools available, and Federal Highway Administration and ODOT requirements. Historically, yield rates decrease as speed and the number of lanes increase. Analysis of ODOT data for the three Bend RRFB installations indicates a significant increase in pedestrian safety, with higher yield rates on the Parkway than on Greenwood.

Board concerns included *why 12th Street was selected instead of 10th/11th and the reluctance of motorists behind the one who stops to respect that safety behavior*.

9. OTHER BUSINESS

Chair Capell said Policy Board member Tom Greene e-mailed him about travel lanes in downtown being blocked by longer trucks. He forwarded Mr. Greene's e-mail to Chuck Arnold, *Downtown Bend Business Association*, who said he would inform Diamond Parking. Since it is illegal to block lanes, Diamond Parking will begin ticketing vehicles that extend into the thoroughfare. Board members also discussed the lack of visibility that these oversized vehicles cause motorists who are trying to back out of parking spaces.

10. NEXT POLICY BOARD MEETING

The next Policy Board meeting is scheduled at 4 p.m. on October 18, 2012.

11. ADJOURN

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

Bend Metropolitan Planning Organization
2012-2013
Financial Summary

ATTACHMENT B

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 ACTUALS	2011-2012 ACTUALS	2012-2013 BUDGET	2012-2013 YTD ACTUALS
135-0000-301.00-00	Beginning Working Capital	50,000	135,000	90,000	-
135-0000-333.20-00	Federal Passthrough DOT	276,577	258,484	214,473	7,643
135-0000-334.22-00	ODOT Grant	-	-	150,000	-
135-0000-334.22-01	State Match for MPO's	25,992	23,426	19,059	16,764
135-0000-338.50-00	Miscellaneous	549	30,240	-	-
135-0000-371.00-00	Donations/Contributions	9,529	-	-	-
135-0000-374.00-00	Other Miscellaneous	-	411	-	375
135-0000-386.10-00	From Governmental Funds	-	83,445	13,023	-
135-0000-386.50-00	From Internal Service Fnd	10,630	-	-	-
135-0000-392.01-00	Loan from General Fund	135,000	45,000	90,000	-
135-0000-392.80-99	To Liability Account	(135,000)	(45,000)	-	-
135-0000-399.99-99	Working Capital Offset	(50,000)	(135,000)	-	-
135-9900-699.97-97	Contingencies	-	-	90,000	-
REVENUE		323,277	396,006	666,555	24,782
135-3050-551.10-01	Regular Salaries	144,202	145,754	147,660	34,635
135-3050-551.12-01	FICA	10,688	10,635	11,150	2,525
135-3050-551.12-02	Unemployment	1,154	2,394	2,363	554
135-3050-551.12-03	PERS & OPSRP	15,127	19,985	20,185	4,735
135-3050-551.12-04	Disability Insurance	541	546	554	106
135-3050-551.12-05	Health Insurance	33,963	4,875	-	-
135-3050-551.12-06	Life Insurance	186	181	186	78
135-3050-551.12-07	Workers Compensation Ins	281	278	299	67
135-3050-551.12-13	PERS Debt Service	5,047	5,101	5,168	1,212
135-3050-551.12-21	Section 125 Benefits	60	213	180	60
135-3050-551.12-22	OPEB Funding	-	4,499	4,356	1,128
135-3050-551.12-41	High Deduct-Premium	-	19,359	24,943	6,034
PERSONNEL SERVICES		211,249	213,820	217,044	51,134
135-3050-551.12-42	High Deduct-Deductible	-	6,643	8,000	2,000
135-3050-551.12-43	High Deduct-Coinsurance	-	-	2,500	-
135-3050-551.12-44	Premium Dental Insurance	-	2,066	2,612	659
135-3050-551.21-02	Mileage Reimbursement	758	333	500	3
135-3050-551.21-04	Meals & Lodging	1,404	1,008	500	45
135-3050-551.22-01	Conferences & Seminars	3,776	1,115	1,050	185
135-3050-551.22-02	Dues & Subscriptions	671	878	900	230
135-3050-551.24-01	Printing & Copies	112	46	50	-
135-3050-551.24-02	Advertising	5,384	-	-	293
135-3050-551.26-03	Copier	747	1,819	1,100	-
135-3050-551.27-01	Audit/Accounting Services	8,450	8,890	9,000	-
135-3050-551.27-03	Outside Legal Services	1,061	1,175	1,100	284
135-3050-551.27-06	Consultants	36,099	102,538	97,399	1,525
135-3050-551.28-02	Meeting Expenses	-	27	150	273
135-3050-551.34-01	Telephone-Long Distance	12	-	-	-
135-3050-551.34-02	Postage	139	163	150	14
135-3050-551.40-01	Office Supplies	176	-	-	1,000
MATERIALS AND SERVICES		58,789	126,701	125,011	6,511
135-3050-551.81-46	General Fund Loan	761	870	1,000	88
INTERFUND LOAN					
135-3050-551.90-40	Transfer-Risk & Training	-	700	700	175
135-3050-551.90-51	Transfer-Information Tech	8,100	9,400	9,800	2,450
135-3050-551.90-52	Transfer-Facility Managem	5,500	6,000	9,800	2,450
135-3050-551.90-55	Transfer-Admin & HR	4,200	3,500	4,900	1,225
135-3050-551.90-56	Transfer-Finance	6,300	5,800	4,200	1,050
135-3050-551.90-58	Transfer-Insurance Fund	1,000	900	500	295
135-3050-551.91-54	Allocation-PW Admin	16,500	13,000	9,400	2,350
135-3050-551.93-01	Loan Repayment-Gen Func	50,000	135,000	90,000	-
135-3050-551.96-10	Transfer-Trans Ops & Plan	-	13,445	12,000	3,000
135-3050-551.96-51	Transfer-Information Tech	252	1,871	2,200	-
135-3050-551.96-53	Transfer-Internal Enginee	10,630	-	-	-
135-3050-799.93-99	Reclass to Balance Sheet	(50,000)	(135,000)	-	-
TRANSFERS		52,482	54,616	143,500	12,995
TOTAL REVENUE		323,277	396,006	666,555	24,782
TOTAL EXPEDITURES		263,731	268,436	360,544	64,129