



Meeting Agenda

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle
Swanson
360.753.8575

Wednesday, May 20, 2020

6:00 PM

Council Chambers

Register to attend: <https://us02web.zoom.us/j/82286935298>

1. CALL TO ORDER (6:00-6:01)

1.A ROLL CALL (6:01-6:02)

2. APPROVAL OF AGENDA (6:02-6:05)

3. APPROVAL OF MINUTES (6:05-6:09)

- 3.A** [20-0404](#) Approval of January 15, 2020 Bicycle Pedestrian Advisory Committee Meeting Minutes

Attachments: [Draft January 15 2020 Meeting Minutes](#)

4. PUBLIC COMMENT (6:09-6:10)

During this portion of the meeting, citizens may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission in these two areas: (1) on agenda items for which the Committee or Commission either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.

5. ANNOUNCEMENTS (6:10-6:15)

6. BUSINESS ITEMS

- 6.A** [20-0405](#) Open Public Meetings Act Training

(6:15-6:35)

- 6.B** [20-0406](#) Review 2020-21 Work Plan

Attachments: [Guidance from General Government Committee](#)
[Draft 2020 work plan](#)

(6:35-7:10)

7. HOUSEKEEPING

7.A [20-0407](#) Housekeeping: May Quick Reference Work Plan, Parliamentary Procedure Guide

Attachments: [May Quick Reference Work Plan](#)
 [Parliamentary procedure quick guide packet](#)

(7:10-7:20)

8. ADJOURNMENT

Accommodations

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Bicycle and Pedestrian Advisory Committee

Approval of January 15, 2020 Bicycle Pedestrian Advisory Committee Meeting Minutes

Agenda Date: 5/20/2020
Agenda Item Number: 3.A
File Number:20-0404

Type: minutes **Version:** 2 **Status:** In Committee

Title

Approval of January 15, 2020 Bicycle Pedestrian Advisory Committee Meeting Minutes



Meeting Minutes

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle Swanson
360.753.8575

Wednesday, January 15, 2020

6:00 PM

Council Chambers

1. CALL TO ORDER (6:00-6:01)

Chair Yunker Carlson called the meeting to order at 6:01 p.m.

1.A ROLL CALL (6:01-6:02)

Present: 8 - Chair Brittany Yunker Carlson, Vice Chair Barb Bumann, Committee member Alison Bremner, Committee member Rebecca Brown, Committee member David Copley, Committee member Scott Morgan, Committee member Jennifer Riedmayer and Committee member Jon Tallman

Excused: 1 - Committee member Jan Vleck

2. APPROVAL OF AGENDA (6:02-6:05)

The agenda was approved.

3. APPROVAL OF MINUTES (6:05-6:09)

3.A [20-0049](#) Approval of November 20, 2019 Bicycle and Pedestrian Advisory Committee Meeting Minutes

Removed title from public comment speaker.

The minutes were approved as amended.

4. PUBLIC COMMENT (6:09-6:15) - None

5. ANNOUNCEMENTS (6:15-6:25)

Announcements were made.

6. BUSINESS ITEMS

6.A [20-0050](#) Evaluate and Recommend New BPAC Member Applications

Committee member Morgan moved, seconded by Committee member Tallman, to recommend candidates 2, 3, 9, 10, and 13 to the General Government Committee for the BPAC vacancies, noting their primary criteria was

representation from neighborhoods not currently represented and unique perspective. The motion carried unanimously.

Committee member Brown moved, seconded by Committee member Bremner, to form a subcommittee to review the next set of applications and make recommendations to the Committee, preceded by the full Committee weighing in on criteria for selection. The motion carried by the following vote:

Aye: 6 - Chair Yunker Carlson, Vice Chair Bumann, Committee member Bremner, Committee member Brown, Committee member Copley and Committee member Morgan

Nay: 2 - Committee member Riedmayer and Committee member Tallman

Excused: 1 - Committee member Vleck

6.B [20-0051](#) Draft 2020-21 BPAC Work Plan

Committee member Brown moved, seconded by Committee member Copley, to recommend the work plan with changes discussed in the meeting. The motion carried unanimously.

7. HOUSEKEEPING (7:45-8:00)

7.A [20-0052](#) Housekeeping: Quick Reference Work Plan

The report was received.

8. ADJOURNMENT (8:00)

Chair Yunker Carlson adjourned the meeting at 8:00 p.m.



Bicycle and Pedestrian Advisory Committee

Open Public Meetings Act Training

Agenda Date: 5/20/2020
Agenda Item Number: 6.A
File Number: 20-0405

Type: report **Version:** 1 **Status:** In Committee

Title

Open Public Meetings Act Training

Recommended Action

Information only. No action requested.

Report

Issue:

State law requires that many public officials receive training on the Open Public Meetings Act at least every four years. The City requires the same training for all members of advisory committees, as well.

Staff Contact:

Michelle Swanson, AICP, Associate Planner, Public Works Transportation, 360.753.8575.

Presenter(s):

N/A

Background and Analysis:

A majority of Committee members are due for training on the Open Public Meetings Act this year. Therefore, the Committee will watch a 16-minute training video prepared by the state Attorney General's office.

Options:

N/A

Financial Impact:

N/A

Attachments:

N/A



Bicycle and Pedestrian Advisory Committee

Review 2020-21 Work Plan

Agenda Date: 5/20/2020
Agenda Item Number: 6.B
File Number:20-0406

Type: decision **Version:** 1 **Status:** In Committee

Title

Review 2020-21 Work Plan

Recommended Action

Move to accept the draft 2020-21 BPAC Work Plan and forward it to the City Council for approval

Report

Issue:

At its January meeting, the BPAC accepted the draft 2020-21 Work Plan and voted to forward it to the City Council. In April, the General Government Committee asked all City boards, commissions, and advisory committees to review their work plans, given the impact of COVID-19 on the community.

Staff Contact:

Michelle Swanson, AICP, Associate Planner, Public Works - Transportation, 360.753.8575

Presenter(s):

Michelle Swanson

Background and Analysis:

Process

Each year, Olympia advisory committees submit draft work plans to the City Council's General Government Committee. After reviewing the work plans, the General Government Committee typically makes a recommendation to the City Council on whether to accept them. Because of the sudden onset and significant impact of COVID-19, the General Government Committee did not meet in March, when it typically would have reviewed and voted on whether to recommend the work plans to the City Council.

When the General Government Committee did meet on April 22nd, it requested that advisory committees review their 2020-21 work plans, using a three-tiered approach that accounts for the pandemic. Please see the attached guidance on that approach.

Work Plan

As a reminder, the 2020-21 Work Plan describes the BPAC's work from April 2020 to March 2021.

There is one difference between the draft Work Plan that the BPAC reviewed in January and the one

we are asking the Committee to review at this meeting: staff removed a briefing on the grants we are pursuing to help fund some projects. We are planning to share that information as announcements during regular meetings.

Next steps

On June 10th, the General Government Committee will meet with the chairs and staff liaisons of City advisory committees, boards, and commissions. The chairs will introduce their committees' work plans, liaisons will share their perspectives, and the General Government Committee will decide whether to recommend the work plans to the City Council.

Options:

Option 1: Accept the draft Work Plan

Option 2: Change and accept the draft work plan

Financial Impact:

None noted

Attachments:

Guidance on reviewing work plans

Work Plan

Repositioning 2020 Advisory Committee Work Plans in response of the COVID-19 Emergency

The General Government Committee is requesting the following assistance from the City's Council-appointed boards and commissions:

May Work

General Government is asking Advisory Committees to use the month of May to revisit and revise their 2020 work plans using the following three-tiered approach:

TIER 1: Any new work plan items that relate or seize on opportunities and/or learnings related to the COVID-19 emergency.

TIER 2: Any items currently on the work plan that support the City's recovery from the COVID-19 emergency

TIER 3: Any items that are critical to advancing City Council priorities, as follows:

- Homeless Response Plan/Implementation
- Regional Climate Mitigation Plan
- Transportation Master Plan
- Parks Plan
- Yelm Highway Master Plan
- SE Annexation
- Housing Options (1923)
- Fire Regionalization
- Economic Development

June Meeting

The General Government Committee's June 10 Special Meeting will be devoted to a review and discussion of the revised work plans with Advisory Committees Chairs and Staff Liaisons.

DRAFT Bicycle and Pedestrian Advisory Committee (BPAC) 2020 Work Plan April 2020 - March 2021 Work Plan

The BPAC will hold six full committee meetings in 2020. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.

Section 1. 2020 Policy Issues - Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, staff estimates that there is sufficient professional and administrative staff time to accomplish the Section #1 in 2020-21.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 30%

Title Description	Committee Lead and Commitment <i>Committee hours, not individuals.</i>	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>Estimated timeline from start to finish.</i>	Budget Implications
1.a. Capital Facilities Plan annual review: Review bicycle- and pedestrian-related CFP programs and priorities. Deliverable: Recommendation to City Council	Full committee: 2-3 hours	Transportation staff: 3-4 hours	July 2020 - September 2020	Budget implications identified during development of the Capital Facilities Plan
1.b. Emerging policy issues: As appropriate, discuss and make recommendations about emerging policy issues for bicycle and pedestrian transportation. Deliverable: Recommendation to City Council	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Ongoing	None anticipated
1.c. New member applications: Review applications for BPAC vacancies and make recommendations. Deliverable: Recommendation to the General Government Committee	Full committee: 1-2 hours	Transportation staff: 2-4 hours	January 2021 - March 2021	None anticipated

1.d. Special projects and studies: As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study. Deliverable: Recommendations to City Council as identified in project/study scope	Full committee: 1-2 hours depending on projects	Transportation staff: 2-4 hours depending on projects	Ongoing	Budget implications addressed through larger project scope
---	--	---	---------	--

SECTION 2.

2020 Program Implementation and/or Input to Staff

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from the committee is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 70%

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
2.a. Transportation Master Plan: Participate in the creation of a Transportation Master Plan. Deliverable: Comments to City staff	Full committee: 1-2 hours	Transportation staff: 2-4 hours	June - December	None anticipated
2.b. Traffic safety: Briefing on traffic safety analysis, with a focus on collisions involving bicyclists and pedestrians. Deliverable: Comments to City staff	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Sept- Nov	None anticipated
2.c. Construction zones: Briefing on what the City requires in construction zones in order for bicyclists and pedestrians to get through them safely. This is called “temporary traffic control.” Deliverable: Comments to City staff	Full committee: 1-2 hours	Engineering staff: 2-4 hours Transportation staff: 2-4 hours	June - December	None anticipated

Description	Title	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
2.d. Regional Trails Plan update: Briefing on an update to the Thurston region's trails plan, led by the Thurston Regional Planning Council. Deliverable: Comments to City staff		Full committee: 1-2 hours	Transportation staff: 1-2 hours	July - March	None anticipated
2.e. Thurston Climate Mitigation plan: Briefing on Olympia's participation in the creation of a regional climate mitigation plan. Deliverable: Comments to City staff		Full committee: 1-2 hours	Water resources staff: 2-4 hours Transportation staff: 1-2 hours	July - March	None anticipated
2.f. Engineering Design and Development Standards (EDDS): As appropriate, review and comment on revisions to the EDDS. Deliverable: Comment to staff and/or recommendation to City Council.		Full committee: 1-2 hours	Transportation staff: 2-4 hours	June - December	None anticipated
2.g. Project, plans, & study review: As appropriate, provide feedback or make recommendations on City bicycle- and pedestrian-related projects, plans, and studies. Deliverable: Comments to staff and/or recommendation to City Council.		Full committee: 1-2 hours	Transportation staff: 2-4 hours	Ongoing	None anticipated



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Bicycle and Pedestrian Advisory Committee

Housekeeping: May Quick Reference Work Plan, Parliamentary Procedure Guide

Agenda Date: 5/20/2020
Agenda Item Number: 7.A
File Number:20-0407

Type: report **Version:** 1 **Status:** In Committee

Title

Housekeeping: May Quick Reference Work Plan, Parliamentary Procedure Guide

2020-21 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
May 20th	OPMA training	20 min	None
	Work Plan review	30 min	Work Plan to Council
June 17th	Transportation Master Plan ➤ Update	40 min	Comments to staff
July 15th	Capital Facilities Plan ➤ Briefing ➤ Form CFP Subcommittee	30 min	Subcommittee
	Regional Trails Plan update? ➤ Briefing from TRPC staff	25 min	Comments to TRPC staff
September 16th	Construction zones ➤ Report on getting people walking & biking through work zones	30 min	Comments to staff
	CFP Memo ➤ Discussion	45 min	Memo to Council
November 18th	New member applications ➤ Form subcommittee to review them?	5 min	Subcommittee?
	Officer elections	15 min	Chair, Vice Chair elected for 2020
January 20th 2021	Review new member applications	60 min	Recommendation to City Council
	2021-22 Work Plan	25 min	Work Plan to Council
March 17th 2021	Engineering Design & Development Standards ➤ Briefing and review		Comments to staff
	Traffic safety briefing	30 min	Comments to staff

PARLIAMENTARY PROCEDURE: A quick guide for the BPAC

Guiding Principles

Every member has an equal voice.
The group is the final authority.
It's ok to disagree.

DISCUSSIONS

- No one speaks twice until everyone has had a chance to speak once
- Members must be recognized by chair before speaking
- Members address the chair, not each other
- Members may address presenters directly once recognized by the chair

MOTIONS

- Anyone can make a motion at any time after the chair has recognized them to speak
 - *Chair repeats the motion*
- Anyone can second the motion – don't need to wait for chair's recognition
 - *If no second, motion doesn't proceed*
- Motion gets discussed, if needed
- Motion can be amended
 - *Members discuss and vote on any amendments*
 - *Chair repeats motion with amendment*

VOTING

- When discussion wanes...
- Chair clearly states motion and any amendments
- Vote by roll call
 - *"Committee Member Montoya?"*
 - *"Aye" or "no"*
- Chair states results of vote
 - *"The ayes have it and the motion passes"*
 - *"The noes have it and the motion fails"*