



# Meeting Agenda

## Bicycle and Pedestrian Advisory Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Michelle  
Swanson  
360.753.8575

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**Wednesday, June 17, 2020**

**6:00 PM**

**Online and via phone**

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Register to attend: [https://us02web.zoom.us/j/88141700854?](https://us02web.zoom.us/j/88141700854?pwd=WWsxc25DMkwzR3ZBL3BUVWI5MFRvUT09)  
[pwd=WWsxc25DMkwzR3ZBL3BUVWI5MFRvUT09](https://us02web.zoom.us/j/88141700854?pwd=WWsxc25DMkwzR3ZBL3BUVWI5MFRvUT09)

**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 [20-0486](#) Approval of May 20th 2020 Bicycle and Pedestrian Advisory Committee Meeting Minutes**

**Attachments:** [Minutes from May 20th BPAC Meeting](#)

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

*If you would like to make a public comment, please email staff liaison Michelle Swanson ([mswanson@ci.olympia.wa.us](mailto:mswanson@ci.olympia.wa.us)) before noon on June 17th. Your comment will be read aloud in the meeting.*

*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 [20-0487](#) Transportation Master Plan Briefing**

**Attachments:** [Link to Transportation Master Plan webpage](#)  
[Link to Transportation Master Plan Story Map](#)

(6:15-7:30)

## 7. HOUSEKEEPING

### 7.A [20-0488](#) Housekeeping: June Quick Reference Work Plan, Parliamentary Procedure Guide

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

(7:30-7:40)

## 9. 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.*



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360-753-8244

## **Bicycle and Pedestrian Advisory Committee**

### **Approval of May 20th 2020 Bicycle and Pedestrian Advisory Committee Meeting Minutes**

**Agenda Date:** 6/17/2020  
**Agenda Item Number:** 3.A  
**File Number:**20-0486

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

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**Title**

Approval of May 20<sup>th</sup> 2020 Bicycle and Pedestrian Advisory Committee Meeting Minutes



# Meeting Minutes - Draft

## Bicycle and Pedestrian Advisory Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Michelle Swanson  
360.753.8575

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**Wednesday, May 20, 2020**

**6:00 PM**

**Council Chambers**

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

**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:** 9 - Chair Brittany Yunker Carlson, Vice Chair Barb Bumann, Committee member Alison Bremner, Committee member Rebecca Brown, Committee member Sam Gacad-Cowan, Committee member Amy Ramsey, Committee member Jennifer Riedmayer, Committee member Bethany Roth and Committee member Jon Tallman

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

The agenda was approved.

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

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

The minutes were approved.

**4. PUBLIC COMMENTS - None**

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

Committee Members and Staff made announcements.

**6. BUSINESS ITEMS**

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

The report was received.

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

Committee Member Ramsey moved, seconded by Committee Member

Bumann, to amend the work plan to read as: "1.b. Emerging policy issues: As appropriate, discuss and make recommendations about emerging policy issues, with an emphasis on the COVID related impacts, for bicycle and pedestrian transportation. Deliverable: Recommendation to City Council." The motion carried unanimously.

Committee Member Tallman moved, seconded by Committee Member Brown, to strike Item 2.c., strike Item 2.d., and change the schedule for Item 2.b. to April 2020 to March 2021. The motion carried unanimously.

Committee Member Bumann moved, seconded by Committee Member Riedmayer, to send the amended work plan to the General Government Committee. The motion carried unanimously.

## **7. HOUSEKEEPING**

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

The report was received.

## **8. ADJOURNMENT**

Chair Yunker Carlson adjourned the meeting at 8:17 p.m.



## Bicycle and Pedestrian Advisory Committee

### Transportation Master Plan Briefing

**Agenda Date:** 6/17/2020  
**Agenda Item Number:** 6.A  
**File Number:** 20-0487

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

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#### **Title**

Transportation Master Plan Briefing

#### **Recommended Action**

Information only. No action requested.

#### **Report**

##### **Issue:**

Transportation staff have been working on making a Transportation Master Plan. We will brief the Committee on its progress.

##### **Staff Contact:**

Sophie Stimson, Transportation Planning Supervisor, Public Works Transportation, 360.753.8497

##### **Presenter(s):**

Sophie Stimson

##### **Background and Analysis:**

Transportation staff are continuing to work on the City's first Transportation Master Plan. We will brief the Committee on:

- Previous steps in the process
- What the public told us in response to the questions in the last story map
- What we know about funding
- Next steps

Please review both the Transportation Master Plan webpage and the story map. We have attached links to both below.

##### **Options:**

None - briefing only

##### **Financial Impact:**

None from this briefing

**Attachments:**

[Link to Transportation Master Plan webpage](#)

[Link to Transportation Master Plan story map](#)



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## **Bicycle and Pedestrian Advisory Committee**

### **Housekeeping: June Quick Reference Work Plan, Parliamentary Procedure Guide**

**Agenda Date:** 6/17/2020  
**Agenda Item Number:** 7.A  
**File Number:**20-0488

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

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**Title**

Housekeeping: June Quick Reference Work Plan, Parliamentary Procedure Guide



# 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.

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## 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

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## 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*

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## 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"*

## 2020-21 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
May 20 <sup>th</sup>	OPMA training	20 min	None
	Work Plan review	30 min	Work Plan to Council
June 17 <sup>th</sup>	Transportation Master Plan ➤ Update	45 min	Comments to staff
July 15 <sup>th</sup>	Capital Facilities Plan ➤ Briefing ➤ Form CFP Subcommittee	45 min	Subcommittee
September 16 <sup>th</sup>	CFP Memo ➤ Discussion	45 min	Memo to Council
November 18 <sup>th</sup>			
	New member applications ➤ Form subcommittee to review them?	5 min	Subcommittee?
	Officer elections	15 min	Chair, Vice Chair elected for 2020
January 20 <sup>th</sup> 2021	Review new member applications	60 min	Recommendation to City Council
	2021-22 Work Plan	25 min	Work Plan to Council
March 17 <sup>th</sup> 2021	Engineering Design & Development Standards ➤ Briefing and review		Comments to staff
	Traffic safety briefing	30 min	Comments to staff