



# 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, July 15, 2020**

**6:00 PM**

**Online and via phone**

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Meeting Link to Attend: [https://us02web.zoom.us/j/83570471272?](https://us02web.zoom.us/j/83570471272?pwd=Ylh5UnRZc2l4UVFhRk85UWRURnpQQT09)  
[pwd=Ylh5UnRZc2l4UVFhRk85UWRURnpQQT09](https://us02web.zoom.us/j/83570471272?pwd=Ylh5UnRZc2l4UVFhRk85UWRURnpQQT09)

**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)**

[20-0557](#)

Approval of June 17, 2020 Bicycle and Pedestrian Advisory Committee Meeting Minutes

Attachments: [Minutes from June 17th 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 July 15th. 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 (6:10-6:20)**

**6. BUSINESS ITEMS**

[20-0556](#)

Briefing on Preliminary 2021-2026 Capital Facilities Plan (CFP) and Approving a Method to Review It

(6:20-7:05)

**7. HOUSEKEEPING REPORTS**

[20-0558](#)

Housekeeping Report

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

(7:05-7:10)

## 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 June 17, 2020 Bicycle and Pedestrian Advisory Committee Meeting Minutes

**Agenda Date:** 7/15/2020  
**Agenda Item Number:**  
**File Number:**20-0557

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

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**Title**

Approval of June 17, 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, June 17, 2020**

**6:00 PM**

**Online and via phone**

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**Register to attend: <https://us02web.zoom.us/j/88141700854?pwd=WWsxc25DMkwzR3ZBL3BUVWI5MFRvUT09>**

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

Chair Yunker Carlson called the meeting to order at 6:04 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 Sam Gacad-Cowan, Committee member Jennifer Riedmayer, Committee member Bethany Roth and Committee member Jon Tallman

**Absent:** 1 - Committee member Amy Ramsey

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

The agenda was approved.

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

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

The minutes were approved.

**4. PUBLIC COMMENT (6:09-6:10) - None**

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

Committee Members and Staff made announcements.

**6. BUSINESS ITEMS**

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

The report was received.

**7. HOUSEKEEPING**

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

The report was received.

**9. ADJOURNMENT**

Chair Yunker Carlson adjourned the meeting at 7:30 p.m.



## Bicycle and Pedestrian Advisory Committee

### Briefing on Preliminary 2021-2026 Capital Facilities Plan (CFP) and Approving a Method to Review It

**Agenda Date:** 7/15/2020  
**Agenda Item Number:**  
**File Number:**20-0556

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

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#### Title

Briefing on Preliminary 2021-2026 Capital Facilities Plan (CFP) and Approving a Method to Review It

#### Recommended Action

Move to form subcommittee to review the *Preliminary 2021 - 2026 CFP*.

#### Report

##### Issue:

Whether to form a subcommittee to review the *CFP*.

#### Staff Contact:

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

#### Presenter(s):

Michelle Swanson

#### Background and Analysis:

##### Introduction

The *Capital Facilities Plan* (CFP) is an annually-updated document that is used to identify funding for City capital projects on a 6-year horizon, as required by the state Growth Management Act. The preliminary CFP will be available online next week. Staff liaison, Michelle Swanson, will email Members a link to the preliminary CFP when it is available.

##### Comment Process

The letter the BPAC writes each year on the CFP is one of the Committee's annual opportunities to communicate its priorities to the City Council.

The Committee may choose one of two ways to write its letter:

1. Wait until the September meeting to draft the letter during the meeting. The staff liaison will compile notes from the discussion for the Committee Chair to use in drafting the letter to the City Council.

2. Form a subcommittee of four or fewer Members and elect a chair of that subcommittee. The subcommittee's chair will be responsible for convening subcommittee meetings to review the CFP in depth and write draft comments. Those draft comments will be included in the September meeting packet for all Members of the Committee to review beforehand. By having a draft letter already written by a subcommittee, the Committee is able to have a more thorough discussion and comments in September.

Under both models, the Chair will write the final letter and may choose to present it to the City Council during the annual hearing in October. Also, all Members of the BPAC are still expected to review the CFP and come to the September meeting with comments on it.

#### Reviewing the CFP

The CFP is a big document. To help with this review, each year City staff provides the BPAC with a list of pages most relevant to the Committee's work. Once the preliminary CFP is published, the staff liaison will email the Committee the list of relevant pages, so Members have an opportunity to begin their review early.

#### CFP Timeline

The calendar of events in the CFP outlines the annual milestones in the process, which generally are:

<b>April</b>	Review status of existing projects in the CFP (This is done by City staff)
<b>May</b>	Proposed CFP Projects due from Departments
<b>July</b>	Present Preliminary CFP to City Council
<b>September</b>	Planning Commission Public Hearing on Preliminary CFP (City & School District)
<b>October</b>	City Council Public Hearing and Discussion on Preliminary CFP
<b>December</b>	First Reading on Capital Budget
<b>December</b>	Second and Final Reading and Adoption of Operating and Capital Budgets

#### **Options:**

Option 1: Form a subcommittee to review the *Preliminary 2021-2026 CFP* and report back at the September BPAC meeting with draft comments. All Committee Members will still be expected to have read the CFP and come prepared to comment on it.

Option 2: Not form a subcommittee to do advance work. This will limit the Committee's work to only the September meeting.

#### **Financial Impact:**

The letter will have no direct financial impact.

#### **Attachments:**

None



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## Bicycle and Pedestrian Advisory Committee

### Housekeeping Report

**Agenda Date:** 7/15/2020  
**Agenda Item Number:**  
**File Number:**20-0558

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

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**Title**  
Housekeeping Report



### 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 on memo	45 min	Memo to Council
October 21 <sup>st</sup>	Transportation Master Plan ➤ Briefing on draft plan ➤ Form TMP Subcommittee?	45 min	Subcommittee?
November 18 <sup>th</sup>	Transportation Master Plan ➤ Discussion on memo	45 min	Memo to Council
	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

# 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"*