



Meeting Agenda - Draft

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle
Swanson
360.753.8575

Wednesday, October 21, 2020

6:00 PM

Online and Via Phone

Register to Attend:

<https://us02web.zoom.us/j/82948940931?pwd=K3p5MFYya1RWRmEyRFpxcFNTWHZvdz09>

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 (6:05-6:10)

- 3.A** [20-0822](#) Approval of Bicycle and Pedestrian Advisory Committee (BPAC),
September 16, 2020 Meeting Minutes

Attachments: [Minutes from September 16 BPAC Meeting](#)

4. PUBLIC COMMENT (6:10-6:20)

If you would like to make a public comment, please email staff liaison Michelle Swanson (mswanson@ci.olympia.wa.us) before noon on October 21st. 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 (6:20-6:30)

6. BUSINESS ITEMS

- 6.A** [20-0823](#) Thurston Climate Mitigation Plan briefing

Attachments: [Link to draft Climate Mitigation Plan](#)
[Link to City's Climate Change Response page](#)

(6:30-7:15)

7. HOUSEKEEPING

7.A [20-0824](#) Housekeeping Report

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

(7:15-7:20)

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.



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Bicycle and Pedestrian Advisory Committee

Approval of Bicycle and Pedestrian Advisory Committee (BPAC), September 16, 2020 Meeting Minutes

Agenda Date: 10/21/2020
Agenda Item Number: 3.A
File Number:20-0822

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

Title

Approval of Bicycle and Pedestrian Advisory Committee (BPAC), September 16, 2020 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

Wednesday, September 16, 2020

6:00 PM

Online and via phone

**Meeting Link: [https://us02web.zoom.us/j/86526432358?](https://us02web.zoom.us/j/86526432358?pwd=VTVncE5kS0VKUFZLb1FsaWZMOFErZz09)
[pwd=VTVncE5kS0VKUFZLb1FsaWZMOFErZz09](https://us02web.zoom.us/j/86526432358?pwd=VTVncE5kS0VKUFZLb1FsaWZMOFErZz09)**

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

Chair Brittany Yunker Carlson called the meeting to order at 6:00 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 (6:05-6:10)

- 3.A** [20-0712](#) Approval of July 15, 2020, Bicycle and Pedestrian Advisory Committee Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT (6:10-6:20) - None

5. ANNOUNCEMENTS (6:20-6:30)

Committee members and staff made announcements.

6. BUSINESS ITEMS

- 6.A** [20-0713](#) Discuss and Comment on 2021-2026 Preliminary Capital Facilities Plan

Discussion and comments were made on the draft 2021-2026 CFP letter to the Council.

The discussion was completed.

- 6.B** [20-0714](#) Draft Transportation Master Plan Briefing

The information was received.

7. HOUSEKEEPING REPORTS (7:55-8:00)

- 7.A** [20-0715](#) Housekeeping Report

The report was received.

8. ADJOURNMENT

Chair Yunker Carlson adjourned the meeting at 7:57 p.m.



Bicycle and Pedestrian Advisory Committee

Thurston Climate Mitigation Plan briefing

Agenda Date: 10/21/2020
Agenda Item Number: 6.A
File Number: 20-0823

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

Title

Thurston Climate Mitigation Plan briefing

Recommended Action

Information only. No action requested.

Report

Issue:

The City is participating in a regional climate mitigation planning effort, which intersects with the BPAC's work and interests.

Staff Contact:

Susan Clark, Engineering and Planning Supervisor, Public Works Water Resources, 360.753.8321

Presenter(s):

Susan Clark

Background and Analysis:

Regional Climate Mitigation Planning

In April 2018, Thurston County, Olympia, Lacey, Tumwater and Thurston Regional Planning Council (TRPC) signed an Interlocal Agreement to complete Phase I of a regional Thurston Climate Mitigation Plan, with TRPC leading the effort. Phase I work resulted in the following regional greenhouse gas emissions reduction targets:

- 45% below 2015 levels by 2030
- 85% below 2015 levels by 2050

In November 2018, Olympia and the other regional jurisdictions approved a Phase II Interlocal Agreement addressing the development of the Thurston Climate Mitigation Plan. A draft version of the Plan has been published for the public to review. Staff sent Committee Members a link to the online open house, where they could review the Plan.

Thurston Climate Mitigation Plan Public Review Draft

The Draft Plan lays out a road map for continuing regional collaboration on reducing local

greenhouse gas emissions. It is intended to provide Olympia and its project partners with a suite of solid strategies that will guide next steps, not lock the jurisdictions into specific actions that may not make sense as the details are worked out.

The framework for reducing local greenhouse gas emissions presented in the Draft Plan includes:

- Greening our grid
- Shifting energy sources
- Living lighter
- Storing carbon
- Building local capacity

Each action included in the Draft Plan will require additional work to understand its feasibility, cost and impacts as implementation is considered. As a first step in this work, the project partners have grouped each action into the following general implementation approaches:

- Legislative agenda
- Regionally coordinated
- Individual jurisdiction
- Supporting partner

Internal City Coordination

To ensure coordination occurs on climate issues as the mitigation plan is developed, the City of Olympia Executive Team formed an internal Climate Action Workgroup. To date the Workgroup has:

- Developed a list of Early Climate Actions and begun action implementation
- Provided feedback on implementation issues associated with the narrowed list of assessed actions.
- Provided input on priority actions for implementation during 2021 and 2022.

Next Steps

The next steps in the climate mitigation planning process include:

- Phase III Interlocal Agreement addressing implementation
- Individual jurisdiction review and approval

BPAC's role

Please review the Draft Plan and the City's Early Climate Actions. Links to both are attached. Come prepared to share your thoughts and feedback on both at the meeting.

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

Options:

None - briefing only

Financial Impact:

None from this briefing

Attachments:

[Link to Draft Plan](#)

[Link to City's Climate Change Response page](#)



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Bicycle and Pedestrian Advisory Committee

Housekeeping Report

Agenda Date: 10/21/2020
Agenda Item Number: 7.A
File Number:20-0824

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

Title
Housekeeping Report

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"*

2020-21 BPAC Quick Reference Work Plan

| Meeting | Items | Time needed | Anticipated deliverable |
|-------------------------------|---------------------------------------------------------------------|-------------|------------------------------------|
| May 20 th | OPMA training | 20 min | None |
| | Work Plan review | 30 min | Work Plan to Council |
| June 17 th | Transportation Master Plan ➤ Update | 45 min | Comments to staff |
| July 15 th | Capital Facilities Plan ➤ Briefing ➤ Form CFP Subcommittee | 45 min | Subcommittee? |
| September 16 th | CFP Memo ➤ Discussion on memo | 60 min | Memo to Council |
| | Transportation Master Plan ➤ Briefing on draft plan | 25 min | Comments to staff |
| October 21 st | Thurston Regional Climate Mitigation Plan Briefing | 45 min | Comments to staff |
| November 18 th | Transportation Master Plan Discussion | 60 min | Comments to staff |
| | Officer elections | 15 min | Chair, Vice Chair elected for 2021 |
| January 20 th 2021 | | | |
| | 2021-22 Work Plan | 25 min | Work Plan to Council |
| March 17 th 2021 | Engineering Design & Development Standards ➤ Briefing and review | | Comments to staff |
| | Traffic safety briefing | 30 min | Comments to staff |