



Puget Sound Regional Council

Bicycle / Pedestrian Advisory Committee

March 13, 2018 • 10:00 a.m.– 12 Noon

PSRC Board Room • 1011 Western Avenue, Suite 500 • Seattle, WA 98104

- 10:00 1. **Welcome and Introductions**
- 10:10 2. **Public Comments, Approve Summary of the 2018 February BPAC Meeting***
- 10:15 3. **Information Item: Committee Reports**
Committee members will report on recent activities from various PSRC committees and other regional committees.
- 10:25 4. **Information Item: Washington Bike Summit** (Barb Chamberlain, WSDOT)
Barb will share information about the upcoming Bike Summit which will be held in Spokane from April 29th -30th.
- 10:35 5. **Discussion Item: BPAC Operating Procedures Update** (Gil Cerise, PSRC)
Gil will review the update to the BPAC operating procedures and voting structure.
- 10:55 6. **Discussion Item: BPAC Leadership** (All)
Staff will facilitate nominations for the next BPAC Chair and Vice-Chair.
- 11:15 7. **Discussion Item: Pedestrian and Bicycle Data Standardization** (Kim Scrivner, PSRC)
Kimberly will lead a discussion regarding the Pedestrian and Bicycle Data Standardization effort.
- 11:50 8. **Information: Announcements of Bicycle/Pedestrian Activities**
Committee members provide brief updates on local and regional events of interest to others.
- 12:00 9. **Adjourn**
*Supporting materials attached

To join the Meeting via audio and visual: <https://bluejeans.com/916521367>

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Bicycle Pedestrian Advisory Committee..... **at Work**

February 13, 2018

10:00 a.m. – Noon

1011 Western Avenue, Suite 500 • Seattle, WA 98104 • 206-464-7090 • fax 206-587-4825 • psrc.org

Members and Alternates Represented at the Table

Shawn Phelps – Pierce County, **Vice chair**; Barb Chamberlain – WSDOT; Brigid Dean – WSDOT; Robert Foxworthy – King County Parks; Dianne Iverson – West Sound Cycling Club; Aaron Lee – Snohomish County; Carol Michel - West Sound Cycling Club; T.J. Nedrow – WSDOT; Thomas Noyes – WSDOT; Stephen Padua – City of Kirkland; Mel Roberts – Kent Bicycle Advisory Board; Brett Shock – City of Kenmore; Amy Shumann – Seattle-King County Public Health; Malva Slachowitz – King County Metro; Meredith Soniat – City of Tacoma; Diane Wiatr – City of Seattle

Via Phone: Will Knedlik

Other Guests and Alternates (for all or part of the meeting):

PSRC Staff: Gil Cerise, Kimberly Scrivner, Liz Underwood-Bultmann, Ruth Wezeman

Welcome and Introductions and Public Comment

Public Comments

No one approached the committee with a public comment.

Minutes were approved with two amendments.

Information Item: Committee Reports

Kimberly updated the committee on January Transportation Policy Board (TPB) meeting. The TPB evaluated and approved the project evaluation criteria for the next round of federal funding which will begin in the spring. They heard a presentation on the VISION 2050 Scoping process. The TPB will be briefed on the detailed public comments from the Regional Transportation Plan Update during their March meeting.

Shawn Phelps reported on the January Regional Staff Committee where they had a similar briefing on the VISION 2050 Scoping. Kimberly also reported that the RPEC is evaluating its process and membership.

Discussion Item: BPAC Operating Procedures Update (Gil Cerise, PSRC)

Gil briefed the BPAC on PSRC's effort to update the operating procedures for all of PSRC's committees. The BPAC was presented with information regarding both an advisory committee structure as well as a more technical committee structure. Staff proposed an advisory structure would be the most fitting for the BPAC and after some discussion, the committee concurred that the advisory committee would be preferred but PSRC should bring forward additional information. This discussion also involved a change in the voting structure with which more detail will be presented at the March meeting. BPAC has grown and gotten stronger over time, making it an advisory committee.

Discussion Item: BPAC Leadership *(All)*

The current terms for Chair Peter Dane and Vice Chair Shawn Phelps have expired. As a result, BPAC is seeking new leadership. Kimberly asked everyone to come forward if they would like to be in one of these roles or if they want to nominate someone. Nominations will be formally proposed during the March BPAC meeting and the BPAC chair and vice-chair will be elected in April.

Discussion Item: 2018 Work Plan *(Kimberly Scrivner, PSRC)*

Kimberly reviewed the proposed BPAC work program for 2018. described the work plan by quarter. This proposal outlines some activities that align with the PSRC work program but also includes suggested additional information items more relevant to BPAC members.

Information Item: VISION 2050 *(Liz Underwood-Bultmann, PSRC)*

Liz gave a presentation on the upcoming update of VISION 2050. Currently the scoping is in a 45-day public comment period. More information is available on PSRC's website. Anyone with questions should contact Liz. All are encouraged to submit a public comment.

Information: Announcements of Bicycle/Pedestrian Activities

Diane Wiatr announced that electric bikes are now available for share rental in Seattle. She encouraged everyone to try the bicycles and consider a share program in their jurisdictions.

Mel Roberts announced that Auburn has finished the connector trail called the Southwest 277th trail.

Barb Chamberlain noted that the call for projects has opened at WSDOT for Safe Routes to School and the Pedestrian Bicycle Program. Webinars are available online and all are encouraged to apply for funding. The Washington Bike Summit is coming up April 29th and 30th. Kimberly asked Barb to explain funding from WSDOT, some funds are federal, but it's a mix, depending on which groups are large enough to handle federal reporting requirements. This was done to illustrate the difference between WSDOT and PSRC's funding when considering which programs to apply for. Announced the safety evaluations going on. Workshops are available for cities to make biking safer.

Brett Shock is on a committee with North Shore School District, working on lifting the ban on elementary school kids biking to work.

Next meeting:

March 13, 2018: 10:00 a.m. – Noon

Adjourn: The meeting adjourned at 11:24



Puget Sound Regional Council

MEMORANDUM

March 13, 2018

TO: Bicycle and Pedestrian Advisory Committee

FROM: Gil Cerise & Kimberly Scrivner, PSRC

SUBJECT: Update to BPAC Operating Procedures and Voting Structure

In Brief

PSRC is updating the operating procedures for all of its technical and advisory committees. The attached Draft operating procedures and voting structure reflect the proposed framework for this committee to operate as an advisory committee moving forward.

Background

A DRAFT update to the BPAC Operating Procedures is based upon BPAC committee discussion at the February meeting suggesting that BPAC remain an advisory committee rather than a technical committee. The draft membership reflects how the voting membership structure for the advisory committee would look. The intent is to have BPAC discussion at the March meeting to gain feedback based on draft presented with the goal to have an action on this topic identified for an upcoming meeting, likely in April.

If you have questions on the draft operating procedures and voting structure, please contact Kimberly Scrivner at kscrivner@psrc.org or Gil Cerise at gcerise@psrc.org.



Puget Sound Regional Council

Bicycle and Pedestrian Advisory Committee

Committee Membership and Operating Procedures

March 2018

Mission

The Bicycle and Pedestrian Advisory Committee (BPAC) is composed of staff from PSRC's member organizations, representing cities and counties, transit agencies, the state and tribes. BPAC's mission is to advise the Puget Sound Regional Council (PSRC) on a variety of regional bicycle and pedestrian-related issues. The BPAC provides technical guidance that is reflected in PSRC's planning products and guidance, including but not limited to the regional Active Transportation Plan.

Committee Membership Structure:

BPAC membership reflects the need for a committee that is a workable size and representative of PSRC's members. Membership is divided into Voting and Non-voting membership as described below.

Voting Membership

Representation by county is based upon relative population of each county within the region to the extent possible. In addition, to ensure adequate representation from member agencies with interest in active transportation, public transportation operators, member tribal agencies, and county public health departments in the region will be represented as voting members. Voting member membership will be reviewed every three years; each time voting membership is updated, the rationale and background determined by the committee will be documented. See Attachment A for BPAC Voting Membership.

Each voting member will be allowed a designated alternate and only designated members and alternates may participate in voting. Where meeting room space is constrained, priority shall be given to providing space at the table for designated voting members and their designated alternates.

Appointments

Appointments for each member and alternate are to be provided in writing to PSRC from the appropriate department head or elected official. For individual cities and counties, this could be an elected executive, transportation department head, or other responsible official. For the "Other Cities and Towns" representatives, PSRC will work with the appropriate countywide committees to assist with appointments: for King County, the King County Project Evaluation Committee; for Kitsap County, the Kitsap Transportation Technical Advisory Committee; for Pierce County, the Transportation Coordinating Committee; and for Snohomish County, the

Infrastructure Coordinating Committee. Any voting member that represents 'other cities and towns' will be representing all other cities and towns within their respective county and not solely for their jurisdiction.

Non-voting Membership

Given the interest in active transportation and the recognition of variety of technical expertise in this topic area, the BPAC may also include non-voting membership for those organizations interested in contributing their technical expertise to active transportation discussions. Non-voting members may include representatives from a variety of community groups, educational institutions and/or member jurisdiction bicycle and/or pedestrian advisory committees. Informative members may participate in general discussions of the committee, but may not vote and should refrain from discussion on action items.

Addition of non-voting members to the BPAC shall be evaluated on a case-by-case basis by PSRC. Non-voting membership will be requested in writing from the sponsoring organization for consideration by PSRC. The BPAC will maintain a roster of non-voting membership. The roster will be updated periodically, as needed.

Interested Parties

Other interested parties are welcome to attend the BPAC meetings to observe proceedings and use the public comment period to address the group. These include private sector interests, businesses, consulting firms and individuals. Other interested parties can also include additional members of community groups, bicycle and pedestrian interest groups, non-profits, educational institutions, member jurisdiction bicycle and/or pedestrian advisory committees or member jurisdiction staff not seated at the table.

Leadership

A Chair and Vice-Chair will be selected via an open nomination process and voting by the committee when either is vacant. The Chair and Vice Chair positions are terms of two years and are selected from among the Voting Members. The role of the chairs will be to facilitate discussions and actions by the Committee, to ensure equal opportunity for participation by members present, and to help PSRC staff set the agenda topics for each meeting. In addition, the BPAC chairs represent the BPAC on various PSRC committees such as the Regional Project Evaluation Committee and the Regional Staff Committee.

Decision Making Process

Formal recommendations intended for PSRC action will be held by vote of the BPAC. Other recommendations pertaining solely to committee activities or interim work products may be achieved either by vote or by consensus. For BPAC voting members to be eligible to vote, they need to have had a representative attend at least three meetings in the past year. Votes are approved by a simple majority but if a vote is close, the split vote shall be communicated along with the recommendation.

BPAC Work Program

PSRC staff shall propose, in consultation with BPAC, an annual work program for committee activities. The BPAC work program will be informed by PSRC's budget and Unified Planning Work Program (UPWP) and will be updated periodically, as needed.

Meeting Schedule and Agendas

The BPAC is scheduled to meet monthly. However, actual meeting frequency will be determined by the needs of the BPAC annual work program. An annual calendar of planned meeting dates will be prepared each year so that BPAC members can be prepared for upcoming meetings. The Puget Sound Regional Council will staff and support the Committee, which includes the development and mailing of agendas and supporting materials.

DRAFT

Proposed BPAC Voting Structure - 2018

CITY AND COUNTY REPRESENTATION	Voting Seats	Current Vacancies	% of voting seats (by county)	% of voting seats (by other cities and towns)	% of 2017 Regional Population	appointment process
King County	10		48%		52.96%	
County	2					King County DOT/Parks Seattle Bellevue KPEC
Metro City: Seattle	1					
Metro City: Bellevue	1					
Other Cities/Towns	6			55%		
Kitsap County	3		14%		6.50%	
County (parks as alternate)	1	1				Kitsap County DOT Bremerton TransTAC
Metro City: Bremerton	1	1				
Other Cities/Towns	1	1		9%		
Pierce County	4		19%		21.13%	
County (parks as alternate)	1					Pierce County DOT Tacoma TCC
Metro City: Tacoma	1					
Other Cities/Towns	2	2		18%		
Snohomish County	4		19%		19.41%	
County (parks as alternate)	1					Snohomish County DOT Everett ICC
Metro City: Everett	1	1				
Other Cities/Towns	2	3		18%		
TOTAL	21	9		11		

OTHER AGENCY REPRESENTATION	2018 BPAC Members	Current Vacancies	appointment process
State			
WSDOT Urban Mobility and Access (region offices as alternate)	1		Patty Rubstello or Robin Mayhew
WSDOT Multimodal Development and Delivery (Active Transportation office with the voting seat, Multimodal Planning or local programs as alternate)	1		Marshall Elizer or Barb Chamberlain
Transit			
Regional Transit	1		Sound Transit
Local Transit - 2 voting members, 2 alternates	2		TOC or Caucus
Public Health			
2 voting members, 2 alternates	2		decided by four public health agencies as part of their regular coordination
Tribes			
Muckelshoot Tribal Council	1	1	appointed by each tribe
Puyallup Tribe	1	1	
Suquamish Tribe	1	1	
TOTAL Other Agencies	10	3	

TOTAL BPAC MEMBERSHIP	31
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