



## CITY OF TACOMA BIKE AND PEDESTRIAN ADVISORY GROUP MEETING MINUTES

**DATE:** May 18, 2015

**GROUP MEMBERS**

**PRESENT:** Dave Cook, Janet Higbee Anne James; Jennifer Halverson-Kuehn, Aaron Knight, Brandi Riddle, Ben Storrar, Matt Stevens, Kris Symer

**OTHERS PRESENT:** Emily Campbell, Josh Diekman, Dan Hansen, Martha Lantz, Hannah Miner, Justin Resnick, Diane Schmidtke, Diane Wiatr

- **Meeting called to order at 5:35 PM**
- **Call to order and approval of minutes**

April minutes were approved with one edit. Slurry and kape seal together are considered construction, but slurry alone is considered maintenance.

- **Introductions**

BPTAG co-chairs welcomed alternate, Dan Hansen to the meeting.

- **Public Comment–** Dave and Kris Symer

Diane Schmidtke expressed concerns about fading bike lanes on N 26<sup>th</sup> between Jackson and Pearl St. She also noted several issues with the Scott Pierson Trail—difficulty crossings at 6<sup>th</sup> Ave. and Union, lack of exit and entries between Skyline Bridge and Pearl. She also expressed concern about the glass on roadways around Tacoma. She believes that while some of it is due to littering, she also believes that a good portion of it is falling from Waste Management vehicles. She would also like to see more signage directing drivers not to park in the bike lane.

Kris thanked Diane for her comments and highlights the Tacoma First 311 service as a means to report things like fading paint and glass in the roadway. Josh Diekman echoed this and spoke about the efficiency of using Tacoma First 311 in many cases.

Diane invited her to leave contact information in order to remain in touch about the upcoming Transportation Master Plan. Many of her comments were about maintenance issues, but several we more “big picture” comments and her input would be valuable in the process of creating the TMP.

- **Open Public Meetings Act**—Martha Lantz, City of Tacoma Attorney

Martha spoke about the Open Public Meeting and Public Record Acts. The Public Meeting Act is a Washington State law that applies to boards, commissions, and boards such as BPTAG. All actions of the group must be open to the public with proper notice given; public comments are not mandatory. Whenever quorum is reached and action happens (discussion, deliberation, reviews, etc.) , even if it is a smaller group meeting, the Open Meeting Act is triggered and applies—the public must be able to attend without any restrictions. There are special exceptions-- for closed sessions for example-- many of which do not apply to this group based on the limits of the BPTAG's jurisdiction. One exception that does apply is social gatherings. It is possible for the group to meet socially, but Martha asked that they be aware of the Open Meetings Act.

Dave asked what is considered “quorum” with the BPTAG. The group currently does not have by-laws and uses the by-laws that were created for the Transportation Commission. Martha said a quorum is generally half of the body plus one member. Martha and Diane plan to work together to develop by-laws that are more specific to the BPTAG to clarify this.

Regular meetings should have published agendas. Agendas do not have to be published a head of time, but members of the public need to be given notes of the regular meeting's date, time, and location. Notice needs to be given for Special Meetings and an agenda needs to be published. There is flexibility in what can be talked about in regular meetings, but in special meetings, only the business that was included in the agenda can be discussed. The public is always permitted to attend regular or special meetings.

Meetings can also happen virtually, in social media, reply-all emails, conference calls, etc. These “gatherings” are still subject to the Open Public Meetings Act. If the Open Public Meetings Act is knowingly violated, there is a \$100 fine for each member and all actions taken during that meeting are null and void.

The Public Records Act says that all records used in public capacity are public records and there is an obligation to retain the records and to search through them when asked. A “record” is broadly defined and can be electronic, photo, video, written, etc. that is information related to the groups conduct or actions. The Act gives members of the public the right to inspect public records content. Public records include BPTAG material stored on members' personal devices. It could be helpful to store BPTAG material in separate folders. Offenses are charged against the City, not individuals.

Kris reminded the group that when replying to group emails they should reply directly to Diane or Hannah rather than to the whole group to avoid potential issues.

- **Transportation Master Plan (TMP) and Mobility Master Plan (MoMap)**—Justin Resnick, Fehr and Peers

Justin Resnick, from Fehr and Peers, presented on the updated MoMap, which will now be an appendix in the TMP. BPTAG has been involved since the early stages of the development of the TMP, especially regarding the walking and bicycling portions. The first public review draft plan went out and they collected comments. The Transportation Commission (TC) and consultants are now working to integrate those edits and the TMP will hopefully be in its third iteration at the TC meeting in two and a half weeks.

MoMap is a strong document and the TC does not want the good work of creating that document to be lost with the creation of the TMP. For this reason, an updated version of MoMap will be an appendix in the TMP. The bicycling portion is especially strong and the hope is that the walking portion—in keeping with the Transportation Hierarchy—will be strengthened with the creation of the TMP.

Justin went through highlights from the changes and updates to the TMP as it relates to MoMap. Justin provided documents showing where each piece of MoMap can be found in the TMP and he asked that the BPTAG to draft a letter with their general impressions of the TC response to previous recommendations and how they have been reflected in this draft.

Some of the changes that Justin highlighted included the inclusion of updated design guide standards and the addition of “Equity” as a goal, and additional language about the feasibility of a bikeshare program. Kris expressed concern that the group didn’t have notes of what they had previously recommended to compare with this new version of the TMP. Diane suggested pulling up meeting minutes from those previous meetings to cross-reference them with the updated policies. Justin encouraged the group to send those comments to him.

Diane recommended that there be a policy tied to each goal—Equity for example. Additionally, “cost effectiveness” should be revisited and possibly redefined as “cost benefit.”

“Cycletrack” and “protected bike facility” were used interchangeably in the draft TMP and Dan asked if this was going to be the case in the final draft. Justin responded saying that “protected bike facilities” allow for more flexibility in design and this language will be used throughout the final draft.

The group then discussed the Project Evaluation Criteria, questioning if they were ordered in descending order of importance. The group decided that the list does not reflect the order of importance, but noted that safety should be weighted more than the other criteria. Several members also noted that the perception of safety is as important as actual safety and recommended that “comfort” be exchanged for “perceived safety.” Justin then explained that this criteria will be used to split the 400-500 item project lists for all modes into different groups of high, medium, and low-ranking of importance.

Justin asked if the group would like to see the policy language rather than simply TMP policy references in the updated version of the MoMap. The group decided that they were stronger in the document and do not need to be reiterated in the appendix. Justin also asked for recommendations on strategies to implement “Equity” in pedestrian improvements.

Diane would like to swap out the photos from the previous MoMap.

The hope is to have the MoMap appendix of updates ready to be incorporated into the TMP in about two and a half weeks. The next TC meeting will take place on Wednesday, May 20<sup>th</sup> from 5:30-7:30 in the 9th Floor Visibility Center. The group decided that they should create a subcommittee to meet once the TC has given feedback this coming Wednesday. This subcommittee will draft a letter with recommendations for the next draft. Wednesday’s meeting on this topic with the Transportation Commission. Hannah

will send out a Doodle Poll to determine a time to meet and those interested will respond.

- **Road Resurfacing Update**—Diane Wiatr, City of Tacoma

Diane displayed a chart of roadway resurface information, provided to the group by Matt Fengler and Rae Bailey from the City of Tacoma’s Street Operations. She suggested that someone makes a map of one of each of the types of roadway surface after it has aged several years and after it has been newly resurfaced. Kris and Brandi offered to work on the map and plan to present to the group in July in order to give everyone time to ride the route and make comments while the weather is nice. The chart will be sent out to the group following this meeting.

- **Bike Month Update**—Diane Wiatr

Diane reported that Bike Month is going very well. Tonight’s “GoldSprints” event is at the Red Hot. The “Tweed Ride” is on May 30<sup>th</sup>. The “Anderson Island Ride” is on May 31<sup>st</sup>. This ride will include a free ferry ride and short, family-friendly, no-drop route. May 21<sup>st</sup> is “Bike to a Better Pierce County” event, talking about trail system connections between communities throughout Pierce County. The event will begin at 5:30 PM at the Sumner Library and will be followed by a bike ride along the new Sumner Link Trail at 7 PM.

Everyone should log onto PierceTrips.com and log their trips—these can be walking, bicycling, transit, etc. trips, but bicycling trips could win you prizes during the special Bike Commuter Challenge and Bike Everywhere Campaigns in May.

- **Updates**—All

There will be a meeting on Wednesday May 20<sup>th</sup>, at 4:30 PM to discuss the Prairie Line Trail that is south of S 21<sup>st</sup> St. This portion of the trail will eventually connect to South Tacoma Way.

The Major Taylor Project at Lincoln High School—supported by Dave as a volunteer and Hannah as a Ride Leader—will be on the agenda for the June 16<sup>th</sup> City Council Study Session. Cascade Bicycle Club’s Ed Ewing will present about the program during the study session and BPTAG members are welcome to come to the Study Session or view it later online. 63 students at Lincoln High School participate in the program. The members of the group are working to do Cascade Bicycle Club’s Seattle to Portland Ride in July.

- **Good of the Order**—All