



Puget Sound Regional Council

Bicycle and Pedestrian Advisory Committee Agenda

Date: Tuesday, July 9, 2024 from 10:00 a.m.-12:00 p.m.

Online Meeting Only: Use Zoom Connection Information Provided Below

1. Welcome and Introductions (10:00 a.m.)

2. Action: Approval of Meeting Summary – May 14, 2024* (10:05 a.m.)

3. Action: BPAC Operating Procedures* (10:15 a.m.)

PSRC will share an update on the BPAC Operating Procedures based on feedback from the May 14 meeting. Since the operating procedures include changes to membership, this will be a committee action. After the action, PSRC will begin an effort to recruit members to fill any committee vacancies.

4. Discussion: Development of the Regional Safety Action Plan (10:25 a.m.)

PSRC will provide an update on the development of a Regional Safety Action Plan, including discussing the initial results of the data analysis and the state of the practice review.

5. Discussion: Regional Facility Inventory Update and Analyses for RTP (2026-2050) (11:10 a.m.)

PSRC will provide an update on the progress to complete a final regional pedestrian and bicycle facilities inventory for the RTP (2026-2050). Staff will continue the discussion started in May on the types of analyses that PSRC should consider highlighting for this planning effort.

6. Roundtable: Announcements of Pedestrian/Bicycle Activities (11:45 a.m.)

Committee members provide brief updates on local/regional events and other items of interest. Members can also comment on state/federal regulations and other issues impacting bicycle and pedestrian planning in the region.

7. Next Meeting: September 10, 2024, 10:00 a.m. – 12:00 p.m.

8. Adjourn (12:00 p.m.)

* Supporting materials attached

For more information, contact Gil Cerise at (206) 971-3053 or gcerise@psrc.org

Zoom Participation Options:

To join audio/video conference:

<https://psrc-org.zoom.us/j/89863006900?pwd=ajNSb2l5Y3lhWVdxQUkzUFdvOUJLUT09>

To join via cellphone (1-touch dial):

One tap mobile

8335480276,,89863006900#,,,,*973462# US Toll-free

8335480282,,89863006900#,,,,*973462# US Toll-free

To join via phone:

833 548 0276 US Toll-free

833 548 0282 US Toll-free

Meeting ID: 898 6300 6900

Passcode: 973462

Other Formats:

- Sign language and communication material in alternate formats can be arranged given sufficient notice by calling (206) 464-7090 or TTY Relay 711.
- العربية | Arabic, 中文 | Chinese, Deutsch | German, Français | French, 한국어 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng Việt | Vietnamese, visit <https://www.psrc.org/contact-center/language-assistance>



Puget Sound Regional Council

Bicycle and Pedestrian Advisory Committee Meeting Summary

Date: May 14, 2024

Location: Online/Remote Only

Welcome and Introductions

Sarah Gutschow, PSRC, welcomed everyone at 10:00 a.m. She then took a roll call and confirmed members and alternates that were present. Sarah also shared that this will be her last meeting at BPAC, as she has taken another job opportunity. During the transition, Gil Cerise (gcerise@psrc.org) will be the point of contact for BPAC.

Approval of Meeting Summary

The summary for the March 12, 2024 BPAC meeting was approved.

Discussion: PSRC Transportation Planning Committee Updates

Sarah Gutschow, PSRC, introduced Gil Cerise, PSRC, to provide an overview of PSRC's review and assessment of transportation planning advisory committees at PSRC. Gil shared the results of the review which included a reduction from eight standing transportation committees to five.

Sarah then shared a draft BPAC operating procedures that included updates to the committee purpose and work program, informed by committee feedback from the March meeting. The committee operating procedures, including membership and meeting cadence, should align with committee purpose and work program. She shared proposed updates to membership, meeting cadence, and other operating procedures features. Membership updates were aligned to reflect updated population figures for regional representative committee seats and the ability to fill committee seats (e.g., ongoing vacancies) across all membership categories. The committee provided feedback on the proposal which reduced the committee voting membership from 31 to 28. PSRC will review committee feedback on the operating procedures and bring them back to the committee at their next meeting.

For more information, contact Gil Cerise at GCerise@psrc.org

Discussion: Regional Transportation Plan (2026-2050) Development Process

Gil Cerise, PSRC, provided an overview of the requirements and content of the Regional Transportation Plan as well as preparing for the development of the Regional Transportation Plan (2026-2050). He provided an overview of PSRC's engagement with

the Transportation Policy Board to-date and plans for future engagement in the development of this plan.

The presentation is available on the PSRC website [here](#).

For more information, contact Gil Cerise at GCerise@psrc.org

Discussion: Pedestrian/Bicycle Facility Data Analyses in the RTP

Sarah Gutschow, PSRC, shared an update on PSRC's pedestrian and bicycle facility inventory. She initiated a discussion with the committee on potential analyses of the regional facility inventory data and what to highlight from that inventory update. Committee members provided comments on a variety of topics, including the potential to highlight all ages and abilities and/or bicycle level of stress. PSRC will continue this discussion at the July meeting.

The presentation is available on the PSRC website [here](#).

For more information, contact Gil Cerise at GCerise@psrc.org

Roundtable: Announcements of Bicycle/Pedestrian Activities

There was not enough time for a roundtable discussion.

Adjourn

The meeting adjourned at approximately 11:30 a.m.

***Members and Alternates Present**

See attached attendance roster for the member or alternate representing each agency/jurisdiction at the meeting; additional alternates present are listed below.

***Alternates, Interested Parties, and PSRC Staff Present**

Francesca Liburdy; Genevieve Rigler, WSDOT; Josh Mueller, City of Redmond; Rashid Dolor, Community Transit; Rose Weiker, City of Sammamish; Sherman Goong, City of Bothell

PSRC: Alexa Leach, Gil Cerise, Sarah Gutschow, Nick Johnson, Jean Kim

**All attendees were present via remote participation.*

BPAC Attendance Roster (Members and Alternates represented)

Date: May 14, 2024 10:00am - 11:30 am

Jurisdiction		Name	Jurisdiction		Name	
King County			Snohomish County			
County (2)	x	John Vander Sluis (Roads)	County (1)	x	Aaron Lee (Public Works)	
		Peter Dane (Parks)			VACANT (Alt.)	
		Jennifer Knauer (Roads) (Alt.)	Metro City: Everett (1)		Dan Enrico	
	x	Max Hepp-Buchanan (Parks) (Alt.)		x	Sarah Superville (Alt.)	
Metro City: Seattle (1)		David Burgess	Other Cities/Towns (2)		Jesse Hannahs (Marysville)	
	x	Christiana Farrell (Alt.)			VACANT	
Metro City: Bellevue (1)	x	Stela Nikolova			VACANT (Alt.)	
		Mackenzie Allan (Alt.)			VACANT (Alt.)	
Other Cities/Towns (6)	x	Thomas Valdriz (Issaquah)	Other Agency Representation			
		Kent Vaughan (Kenmore)	State			
			Urban Mobility/Access or Multimodal Planning (1)		Zack Howard (WSDOT)	
	x	James Henderson (North Bend)			Matthew Kenna (Alt.)	
	x	Victoria Kovacs (Kirkland)	NW and Olympic Regions (1)	x	Kenneth Loen	
	x	Erik Preston (Kent)			Genevieve Rigler (Alt.)	
		x	James Webb (Auburn)	Transit		
			VACANT (Alt.)	Regional Transit - ST (1)		VACANT
			VACANT (Alt.)			Janine Sawyer (Alt.)
			VACANT (Alt.)	Local Transit (2)		Vacant
		VACANT (Alt.)			VACANT	
		VACANT (Alt.)			Yana Aria, Community Transit (Alt.)	
		VACANT (Alt.)			VACANT (Alt.)	
Kitsap County			Public Health			
County (1)	x	David Forte (Public Works)	Public Health (2)		Jennifer Halverson-Kuehn (Tacoma-Pierce County Health Department)	
		Melissa Mohr (Public Works) (Alt.)			Vacant	
Metro City: Bremerton (1)	x	Nick Ataie			VACANT (Alt.)	
		Gunnar Fridriksson (Alt.)		x	Richard Gelb (Public Health Seattle/King County) (Alt.)	
Other Cities/Towns (1)		Chris Wierzbicki (Bainbridge Island)	Tribes			
		Anthony Burgess (Poulsbo) (Alt.)	Muckleshoot Tribal Cncl (1)		VACANT	
Pierce County					VACANT (Alt.)	
County (1)	x	Shawn Phelps (Public Works)	Puyallup Tribe (1)		Robert Barandon	
		Tiffany Odell (Trails) (Alt.)			VACANT (Alt.)	
Metro City: Tacoma (1)	x	Liz Kaster	Suquamish Tribe (1)		VACANT	
		Jennifer Kammerzell (Alt.)			VACANT (Alt.)	
Other Cities/Towns (2)		Jack Ecklund (University Place)	NON-VOTING			
		VACANT	King County (1)	x	Dr. Jocelyn Enabulele (Roni LifeWorks)	
		Michael Kosa (Sumner) (Alt.)	Kitsap County (1)		Brian Watson (BicycleTeacher)	
	x	Jeremy Metzler (Edgewood) (Alt.)	Pierce County (1)		Larry Leveen (ForeverGreen Trails)	
as of 5/2024			Snohomish County (1)	x	Kristin Kinnamon (Sharing Wheels Comm. Bike Shop/BIKES Club of Snohomish County)	
			State/Region (1)		Vicky Clarke (Cascade Bicycle Club)	
			At-Large (2)		Phillip Miller (UW Transportation Services)	
				x	Don Willott (North Kitsap Trails Association)	



Puget Sound Regional Council

DISCUSSION ITEM

July 2, 2024

TO: Bicycle and Pedestrian Advisory Committee (BPAC)

FROM: Gil Cerise, Program Manager

SUBJECT: 2024 BPAC Operating Procedures Update

PSRC shared its assessment of transportation advisory committees in March 2024 and then provided draft updates to the BPAC Operating Procedures for committee discussion at the May 2024 BPAC meeting. This memo summarizes updates to the membership components of the BPAC Operating Procedures that will be updated in 2024.

DISCUSSION

As shared at the March and May BPAC meetings, PSRC staff prepared updates to the BPAC Operating Procedures with a clearly defined purpose statement and work program that provide the basis for a revised committee operating procedures document. PSRC staff took feedback on the purpose statement and work program at the March meeting and then incorporated the feedback into a draft BPAC operating procedures that outlined other key features such as:

- Committee leadership/facilitation: Due to ongoing challenges of recruitment and retention of committee chairs and vice-chairs, PSRC staff will take on meeting facilitation for committee meetings including BPAC and other, similar transportation planning advisory committees in the future.
- Meeting Cadence: Clarification that meeting cadence for BPAC follows the scope of the purpose and work program. However, PSRC will still plan for six meetings per year, and cancel meetings when they are not needed.

Membership

Another key feature of the committee operating procedures update is the update to membership. PSRC is summarizing the changes to committee membership, as follows, for BPAC discussion and resolution at the July 9th committee meeting:

- We have included the guiding principles used in geographic membership based upon PSRC Policy Board representation as part of the membership attachment. These principles have been used since BPAC became a formal PSRC transportation advisory committee in 2018.

- Geographic membership for BPAC addresses the city and county representation. We have included the updated population percentages for each of the geographic areas, as called for in the guiding principles document.
- The only change to BPAC members based on this adjustment is:
 - Removing one member (and alternate) position from Other Cities/Towns in King County
 - Adding one member (and alternate) position to Metro City: Seattle, reflecting their larger percentage of the regional population due to growth.
 - NOTE: This draft retains two members (and two alternates) for the County position in King County, and one from the other counties. There is no change, based on BPAC feedback at the May meeting.
- Changes to Other Agency Representation:
 - Transit representation was changed from one Regional Transit and two Local Transit representatives (and accompanying alternates) to one representative (and alternate) for transit agencies, as determined by the PSRC Transit Operators Committee (TOC).
 - Adjustment from two members for County Public Health Agencies to one member (and an alternate) for County Public Health Agencies
 - Addition of the Tulalip Tribes, to ensure that all federally recognized tribes that are PSRC members have an opportunity to provide members to the BPAC.
- Overall changes to BPAC membership from 31 members today to 29 members.

Non-voting membership was also changed in the 2024 update to Operating Procedures from a complex non-voting membership that included county and at-large/regional nonvoting seats, to a simpler non-voting membership consisting of four non-voting seats. The update retains the purpose and skill set sought in non-voting members, unchanged from the current operating procedures.

Next Steps

Given that the 2024 BPAC Operating Procedures update includes substantive changes to membership, PSRC will seek BPAC action on these changes at the July 9th meeting. Action can range from consensus of the membership or vote.

Once BPAC has taken action on the 2024 Operating Procedures update, PSRC staff will begin recruitment for new membership seats and/or vacancies. For non-voting seats, PSRC staff will wait until current nonvoting membership terms expire and recruit the next term of nonvoting membership consistent with the 2024 operating procedures.

For more information, contact Gil Cerise, Program Manager, at gcerise@psrc.org or (206) 971-3053.

Attachment A: 2024 Update of BPAC Operating Procedures (track-changes)

DRAFT Bicycle and Pedestrian Advisory Committee Operating Procedures – 2024 *November 2022*

Purpose

The ~~purpose of the~~ Bicycle and Pedestrian Advisory Committee (BPAC) ~~is provides technical guidance and subject matter expertise to advise the Puget Sound Regional Council (PSRC) on a variety of's planning work program related to regional bicycle and pedestrian-related issues. The and bicycle infrastructure and supportive facilities that encourage increasing numbers of people to walk, bike, and roll, in advancement of safety, equity and mobility goals in the VISION 2050 Regional Growth Strategy.~~

BPAC Work Program

~~In alignment with the committee purpose, the~~ BPAC provides technical guidance ~~to local implementers and regional policy makers~~ that is reflected in PSRC's planning products and guidance, including but not limited to ~~the regional Active:~~

- Sharing technical guidance on pedestrian and bicycle data collection efforts and other planning products in support of the Regional Transportation Plan– (RTP).
- Providing support for the development of the active transportation elements of the Regional Transportation Plan, which span the RTP and are integrated with other major RTP topics like safety, equity, transit access and micromobility.
- Analyzing data and developing tools that identify priority gaps in the pedestrian and bicycle infrastructure and networks, as well as monitoring the existence of policies and programs for closing network gaps and encouraging safe and equitable usage of pedestrian and bicycle infrastructure.
- Advancing the implementation of the Regional Transportation Plan and the priority strategies identified in the regional Coordinated Mobility Plan.
- Incorporating the perspectives of active transportation users into PSRC's planning products and guidance.

Committee Membership **Structure**

The Bicycle and Pedestrian Advisory Committee is composed of staff from PSRC's member organizations, ~~representing cities and with representation across all four counties, transit agencies, the state with respect to regional population size. In addition, non-voting membership is provided as described in the section below. Members should include staff who have knowledge and expertise in pedestrian and tribes. BPAC membership bicycle planning and infrastructure and can support the work program described above. The membership structure also 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 the 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, state transportation agency staff, public transportation operators, member tribal agencies, and county public health departments in the region will be represented as voting members. The voting membership structure 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 the current BPAC voting membership structure.~~

Each ~~voting~~ member will be allowed a designated alternate, who will only vote on action items if the member is not present. See Attachment A for the current BPAC voting membership structure.

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 the County Executive, Mayor, Public Works Director, transportation department head, or other responsible official. For the "Other Cities and Towns" representatives, PSRC will work with appointments should be made by the appropriate countywide committees to assist with appointments:; currently these are performed as follows: for King County, the King County Sound Cities Association; for Kitsap County, the Kitsap Transportation Technical Advisory Committee Regional Coordinating Council; for Pierce County, the Transportation Coordinating Committee Pierce County Regional Council; 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 their jurisdiction Snohomish County Tomorrow.~~

For Other Agency Representation:

- State representatives and alternates are appointed by the Washington State Department of Transportation;
- Transit Operators Committee appoints the transit representative and alternate;
- County public health agency representative and alternate are appointed by the coordinating body of the four county public health agencies; and
- Representatives and alternates for the tribal seats are appointed by each tribe.

Attendance

All members or their designated alternate are expected to regularly attend committee meetings. Representation may be in person or via remote participation.

Attendance will be monitored and reported to the committee one to two times per year. If representation by either the member or designated alternate is absent for three meetings in a 12-month period, PSRC staff will contact the jurisdiction to encourage more regular attendance and to inquire if the appointment needs to be updated.

Non-voting Membership

~~The BPAC may also include non-voting membership for non-member organizations interested in contributing their technical expertise to bicycle and pedestrian-related discussions. The BPAC may offer non-voting membership to individuals who~~

The BPAC may appoint up to four non-voting members to represent community, environmental, educational, or similar organizations, or to system users who provide a unique and/or underrepresented perspective on bicycle and pedestrian issues. -Non-voting members may participate in general discussions of the committee but may not vote and should refrain from discussions of action items.

Applications for non-voting membership are to be provided in writing to PSRC. -Requests made by- organizations should come from a leader of the organization and designate the member who will serve. ~~Applications will first be endorsed by the BPAC voting members from the county where the organization resides. Applications from organizations representing more than one county or for "At Large" seats will be reviewed by the full BPAC.~~ All nominations shall be approved by the full committee according to the established criteria for non-voting membership, including:

- The applicant's potential contribution in terms of technical expertise and knowledge of active transportation issues, particularly for underrepresented user groups; and
- Diverse geographic representation from among the counties ~~and our statewide/regional perspective; and.~~
- ~~Ensuring that the number of allowable non-voting members does not impact the manageable size of the overall committee, based on total membership as approved in Attachment A.~~

Non-voting members will serve for a term of three years. The BPAC will seek nominations for maintain a roster of non-voting membership ~~that will be updated~~ every three years. ~~At the time of the update,~~ PSRC will review the current non-voting membership and actively solicit new ~~non-votingnon-voting~~ member participation ~~from qualified organizations in the region.~~ Non-voting members who no longer attend on a regular basis will be removed to allow the opportunity for others to serve.

Meeting Cadence

The BPAC is scheduled to meet every other month. However, actual meeting frequency will be determined by the needs of the PSRC's pedestrian and bicycle work program, with meetings added or canceled accordingly. This work program is aligned with PSRC's four-year Regional Transportation Plan development cycle, meaning that the BPAC may meet more or less frequently based upon PSRC's need for committee input on a given year in the RTP planning cycle. To assist members in planning, PSRC will plan to share an annual calendar of planned meeting dates along with potential topics.

Decision Making Process

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~~ PSRC staff will set the agenda topics for each meeting and 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, or other BPAC voting members~~

~~designated by the Chairs, represent the BPAC on various PSRC committees, such as the Regional Project Evaluation Committee and the Regional Staff Committee. Decision-making will be by general committee consensus. If consensus cannot be achieved, a vote of members will be taken. Voting is not weighted, and each representative is allowed one vote. A quorum is not required, and all actions and recommendations shall be approved by a simple majority of the voting members present.~~

~~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. Votes are approved by a simple majority but if a vote is close, the split vote shall be communicated along with the recommendation.~~

~~Meeting Procedures~~

~~The BPAC typically meets every other month on the 2nd Tuesday, from 10:00a.m.-12:00p.m. However, actual meeting frequency will be determined by the needs of the PSRC's bicycle and pedestrian work program. An annual calendar of planned meeting dates will be prepared each year so that BPAC members can be prepared for upcoming meetings.~~

~~It is expected that members of the BPAC will regularly attend meetings. Representation may be in person or via remote participation. Attendance will be monitored to ensure adequate participation and efforts will be made to identify appropriate participants who can regularly attend and contribute to meetings.~~

~~For in person meetings, where meeting room space is constrained priority shall be given to providing space at the table for voting members and their designated alternates.~~

~~The Puget Sound Regional Council will staff and support the committee, which includes the development and mailing of agendas and supporting materials. Agendas will be distributed approximately one week prior to each meeting. Agendas will also be posted on the BPAC Meetings website page, along with any meeting presentations.~~

~~Action items will be clearly noted on committee agendas. No actions will be voted upon without adequate advance notice to all members of the Committee. All BPAC meetings and meeting materials will be open to the public. All meetings are recorded and the recordings and chat logs are part of the public record.~~

Attachment A: BPAC Voting Membership Structure – ~~2019~~2024

CITY AND COUNTY REPRESENTATION

Guiding Principles used in Geographic Membership based on Policy Board Representation

Counties represent both incorporated and unincorporated residents.

Counties have a key GMA role in both incorporated and unincorporated areas including ultimately setting urban growth boundaries and allocating population and employment.

King County plays a central role as the jurisdiction which includes the bulk of the region's population and employment.

To meet these roles, membership of the committee should include a minimum of one representative each from:

- a. Each county
- b. The metropolitan cities within each county
- c. The other cities and towns within each county

Beyond these minimums, representation should reflect population to the degree feasible.

The total number of representatives from any County and its jurisdictions combined may not comprise 50% or more of the membership of the committee.

	<u>% of 2023 Regional Population</u>	2024 BPAC Members
King County	53%	10
County	<u>5.6%</u>	2
Metro City: Seattle	<u>17.5%</u>	<u>4</u>
Metro City: Bellevue	<u>3.5%</u>	1
Other Cities/Towns	<u>26.2%</u>	<u>6</u>
Kitsap County	6%	3
County	<u>4.1%</u>	1
Metro City: Bremerton	<u>1.0%</u>	1
Other Cities/Towns	<u>1.2%</u>	1
Pierce County	21%	4
County	<u>10.0%</u>	1
Metro City: Tacoma	<u>5.0%</u>	1
Other Cities/Towns	<u>6.2%</u>	2
Snohomish County	20%	4
County	<u>8.4%</u>	1
Metro City: Everett	<u>2.6%</u>	1
Other Cities/Towns	<u>8.4%</u>	2
TOTAL CITY AND COUNTY		21

OTHER AGENCY REPRESENTATION	
	2024 BPAC Members
State	2
Washington State Department of Transportation	2
Transit	<u>31</u>
Transit Operators Committee	<u>1</u>
Regional Transit	4
Local Transit	2
Public Health	<u>21</u>
County Public Health Agencies	<u>21</u>
Tribes	<u>34</u>
Muckleshoot Tribal Council	1
Puyallup Tribe	1
Suquamish Tribe	1
Tulalip Tribes	<u>1</u>
TOTAL OTHER AGENCIES	<u>108</u>
TOTAL BPAC MEMBERSHIP	<u>3429</u>

DRAFT