



Bicycle and Pedestrian Advisory Committee (BPAC) Meeting Minutes

5:30 PM, Monday, April 30, 2018
Rohnert Park City Hall, Conference Room 2A
130 Avram Avenue, Rohnert Park, California 94928

Members Present: VACANCY (Chair) __ VACANCY (Vice-Chair) __
Gary Gutierrez X Tim Hensel X Katie Musick X

Non-Voting Participants: Eydie Tacata, Management Analyst; Jerry Griffin, Parks & Recreation Commission Liaison; Jerry Wendel, citizen.

1. Call to Order

Committee Member Tim Hensel called the meeting to order at 5:30 PM.

2. Introductions

Committee Member Hensel commenced self-introductions.

3. Public Comment

There were no comments from the members of the public present.

4. Consideration of Approval of Minutes of February 26, 2018

Committee Member Tim Hensel moved to approve minutes of the meeting of February 26, 2018; the motion was seconded by Committee Member Katie Musick and was approved by a vote count of 3 ayes (Gutierrez, Hensel, Musick) – 0 nays – 0 absences – 0 abstentions.

5. Consideration of Approval of Minutes of March 19, 2018

Committee Member Tim Hensel moved to approve minutes of the meeting of March 19, 2018; the motion was seconded by Committee Member Katie Musick and was approved by a vote count of 3 ayes (Gutierrez, Hensel, Musick) – 0 nays – 0 absences – 0 abstentions.

6. Committee Bylaws

Staff member, Eydie Tacata, distributed draft Bylaws to the Committee and explained she had seen a need over the years for basic processes of the Committee to be formalized and consistent, such as establishment of a quorum, officer elections, and voting. Ms. Tacata further explained that the draft Bylaws she distributed was assembled from various sources including existing bicycle and pedestrian committees, and she wanted the group to review and discuss the draft together.

The Committee members reviewed and discussed the draft Bylaws as follows:

- **Section 1: Name.** There was general approval of this section as written.
- **Section 2: Purpose and Functions.** There was general approval of this section as written.
- **Section 3: Membership.** There was discussion about whether the Rohnert Park BPAC was limited to 5 members, with each appointed by a Council Member; the possibility of having additional Committee Members, including an “at-large” member or similar representative who is not necessarily appointed by a single Council Member. Staff was asked to research whether a limit of members was set when the Committee was established.

- **Section 4: Recruitment and Tenure.** There was discussion about whether the Committee Members' tenures were tied to the Council Members who appointed them, particularly in light of the City Clerk's recent announcement that Committee Member's terms would be staggered. Staff was asked to check on this and how it would affect the 2-year terms suggested in the draft Bylaws. There was also discussion about whether the views of the Committee Members necessarily reflected those of their appointing Council Member, or whether they were independent.
- **Section 5: Officers.** The Committee suggested adding language about having the most senior member present to perform the duties of the Chair, if both the Chair and Vice-Chair are absent.
- **Section 6: Election of Officers.** The Committee generally favored the Vice-Chair succeeding the Chair automatically, although Committee Member Musick asked to consider what happens if the Vice-Chair's term expires before rotating to Chair. The Committee also discussed 1-year terms of office. Committee Member Gutierrez asked if this was enough time for a Chair to gain experience in being a Chair. Committee Member Hensel said he felt 1 year was reasonable and also allowed others to take turns serving as Chair before their terms expired.
- **Section 7: Subcommittees.** There was a question about whether subcommittees could be established "on-the-fly"; staff was asked to look into whether this is allowed.
- **Section 8: Meetings and Voting.** Regarding frequency of meetings, the Committee favored 12 scheduled meetings per year. Ms. Tacata cited staff resource limitations for this minimum number of meetings; she brought up, however, that previous Committees have held meetings without City staff. Committee Member Musick suggested "at least" 10 meetings yearly would be ideal.

There was general discussion about special meetings, and that Committee Member conduct and public noticing of special meetings would follow the City Council protocols and Brown Act.

Regarding meeting minutes, it was agreed that they could be provided a minimum of 48-hours in advance of the next Committee meeting.

Regarding Subsection G, "In the event of a lack of a quorum, the Chair may form a subcommittee to take action on a recommendation to the full BPAC...", Committee Member Gutierrez suggested to strike "take action on" and replace with "make".

- **Section 9: Posting Agenda/Notices.** There was general approval of this section as written.
- **Section 10: Public Participation.** There was general approval of this section as written. Committee Member Gutierrez noted the use of "Board" in the section as typos.
- **Section 11: Non-Agenda Items.** There was general approval of this section as written.
- **Section 12: Termination.** Committee Member Gutierrez asked whether the Committee had the power to dismiss a Committee Member. There was discussion on how excessive member absences affect the Committee's ability to do business, particularly when Committee positions are unfilled. Staff was asked to look into whether the Committee can dismiss members, and what the City Council or other committees do in the case of excessive absences.
- **Section 13: Amendments.** Committee Member Musick suggested replacing "2/3 vote" with "majority vote" to pass amendments to the Bylaws.

7. In-Progress and Upcoming Bicycle and Pedestrian Capital Projects

Ms. Tacata gave brief updates on projects of interest to the Committee, including:

- **Street Smart Rohnert Park:** Wayfinding signs were installed at various locations in the south part of the Central Rohnert Park PDA, close to the SMART Station and Copeland Creek path.
- **Trail to Crane Creek Regional Park:** There are project delays due to complex resource issues.
- **Regional Bike Share:** SCTA has had no news on the progress of this project.
- **Bike Path and Sidewalk Rehabilitation Project:** The City's Capital Improvement Plan recently budgeted \$1.19 million for bike path and sidewalk rehabilitation. A condition assessment has been completed to determine the worst bike path segments. The worst segments of Southwest Boulevard sidewalks are likely to be addressed in the first round of repairs.
- **MTC Technical Assistance Grant Project:** The City was awarded \$65,000 for design and development of construction documents to improve the 4 connector paths from Copeland Creek to Enterprise Drive and Santa Alicia Drive between Commerce Boulevard and Seed Farm Drive.

8. Staff and Committee Member Updates on Previous Matters

Following up on a request after the Age-Friendly Communities presentation, Ms. Tacata reported that the next the Senior Citizens' Advisory Commission meeting is scheduled for May 17, 2018. She said that she would talk to the City staff of that Commission about how best to approach the possibility of conducting walking audits.

There was also a question about the progress of SMART's proposal to close one of the Copeland Creek Path railroad crossings. Ms. Tacata answered that she has not heard anything from the City's liaison to SMART.

9. New Matters for Future Consideration

There was discussion about construction work occurring on the Copeland Creek path north of the Rancho Cotati High School field bleachers.

Ms. Tacata said that she would bring to the next meeting the list of field trips that the Committee suggested in the past, so that these could be considered for the meeting calendar.

10. Adjournment

The Committee adjourned the meeting at approximately 7:25 PM.



Eydie Tacata, Recording Secretary
Rohnert Park Bicycle and
Pedestrian Advisory Committee



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