



Bicycle and Pedestrian Advisory Committee (BPAC) Meeting Minutes

5:30 PM, Monday, May 21, 2018
Rohnert Park City Hall, Conference Room 2A
130 Avram Avenue, Rohnert Park, California 94928

Members Present: Gary Gutierrez X Tim Hensel ___ Shirley Johnson X
Katie Musick X VACANCY ___

Non-Voting Participants: Eydie Tacata, Management Analyst; Jerry Griffin, Parks & Recreation Commission Liaison; Leo Tacata, Senior Analyst

1. Administration of Oath of Office

Staff member Eydie Tacata administered the Oath of Office to Shirley Johnson, newly appointed member of the Rohnert Park Bicycle and Pedestrian Advisory Committee.

2. Call to Order

Acting Chair Katie Musick called the meeting to order at 5:30 PM.

3. Introductions

Acting Chair Musick commenced self-introductions.

4. Public Comment

Leo Tacata, City of Rohnert Park Senior Analyst, shared information about the Rohnert Park Foundation's Small Grants Program. He explained that the Rohnert Park Foundation is a charitable arm of the Rohnert Park City Council and has launched a program to distribute \$100,000 total in grants. The spirit of the program is to address a wide variety of needs by assisting projects or programs that benefit the Rohnert Park community. The grants are not restricted to 501(c)3 organizations. Any organization, agency or individual that can enter into a contract with the City and receive funds is invited to submit a grant application. The funds are made possible through the "Community Improvement Contribution" provided by the City's Memorandum of Understanding with the Federated Indians of Graton Rancheria. Mr. Tacata said that he would like the Committee to spread the word about the grant program.

Committee Member Johnson expressed an interest in a community group addressing cleanup of the creeks and paths. Committee Member Musick was interested in a group to install the "LOOK" pavement markings on the bike paths before street intersections, as well as the names of these cross streets. Committee Member Gutierrez asked how long the funding agreement is for. Mr. Tacata answered that funds must be expended within the 2018-19 fiscal year.

5. Consideration of Approval of Minutes of April 30, 2018

Committee Member Gutierrez moved to approve minutes of the meeting of April 30, 2018; the motion was seconded by Committee Member Johnson and was approved by a vote count of 3 ayes (Gutierrez, Johnson, Musick) – 0 nays – 1 absence – 0 abstentions.

6. Committee Bylaws / Guidelines

Ms. Tacata distributed draft Bylaws to the Committee with changes as discussed at the meeting of April 30, 2018. Ms. Tacata said that the City Clerk preferred the use of "Guidelines" for the City's citizen

advisory committees, as opposed to “Bylaws”. There was discussion about the Brown Act, and that the draft guidelines are intended to further provide clarity as to procedures for the Committee.

There was discussion about the terms of office of the current Bicycle and Pedestrian Advisory Committee members. Parks and Recreation Commissioner Jerry Griffin said that the City Clerk recently adjusted the terms of office for members of several Commissions and Committees to run with their appointing City Council members, and he wondered if the same was to happen with this Committee.

There was discussion about whether to add a provision in *Section 4 - Elections* that the Vice Chair will succeed the Chair. Ms. Tacata explained that this was a practice of the City Council, but not formalized in their City Council Protocols. Committee Member Gutierrez supported this practice as a way to encourage experience becoming the Chair. Acting Chair Musick agreed, but she added that if it is not advised to state this practice formally in the guidelines, it can be handled as an action, i.e. the Vice Chair can always be nominated for Chair during the election.

Ms. Tacata brought up a question that came up in the April meeting about ad-hoc subcommittees, whether they could be created “on the fly”, for example, when the Committee meets for a scheduled meeting and there is less than a quorum. She said that the City Clerk said that this is not allowed.

Committee Member Gutierrez suggested a change to *Section 8 – Meetings*, that 10 meetings “shall be scheduled”, to clarify the goal of at least trying to have 10 meetings per year.

There was discussion about excessive Committee Member absences and whether the City Council or the Committee can remove Committee Members. Ms. Tacata said that from her reading of the City Council Protocols it looks like only the City Council could remove Committee Members, but she would check with the City Clerk about what the process is for such removal, if frequent absences render a Committee member ineffective and absences prevent the Committee from functioning.

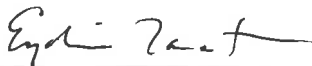
7. Field Trip Suggestions and Schedule (Discussion)

Ms. Tacata that in the past, the Committee was interested in site visits. She suggested that the Committee consider future locations and dates for field trips for summer and fall. She noted that of the list previously assembled of areas the Committee wanted to visit, there were two left to visit: Myrtle Avenue mid-block crossings and the Laguna de Santa Rosa paths. Committee Member Johnson noted the excessive speed of cars on Myrtle Avenue. Acting Chair Musick recalled previous discussions about the area, and she mentioned the formal and informal trail network. Committee Member Gutierrez said that he heard something about the Laguna headwaters here; Ms. Tacata answered that the Cotati Creek Critters did some research on such headwaters. They also assembled a trails map of the paths in the vicinity.

The Committee looked at potential dates, but not finding one immediately, Ms. Tacata suggested that she could poll the members after the meeting.

8. Adjournment

The Committee adjourned the meeting at approximately 6:45 PM.



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



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