

COUNTY OF SACRAMENTO
BICYCLE ADVISORY COMMITTEE
Meeting Agenda

Department of Transportation | 4100 Traffic Way, Sacramento, CA 95827

TUESDAY October 8, 2019 - 6:00 p.m.

Members of the public wishing to address the committee on any item not on the agenda may do so at the beginning of the meeting. We ask that members of the public request to speak and keep their remarks brief. Testimony will be limited to a total of ten (10) minutes.

1. Roll Call / Welcome and Introductions

Members: Thomas Cassera, Robert Goss, Katherine Koumis, Sue Schooley, Andrea Strahlo, Erin Stumpf, Jack Wursten

2. Public Comment on Non-agenda Topics

3. Review and Approve Meeting Minutes of September 10, 2019

Action Item

See Attachment 1 for September 10, 2019 draft meeting minutes.

4. Active Transportation Plan - Grant Scope of Work

Review and Comment

Estimated Time: 40 minutes

Mikki McDaniel, SACDOT, (916) 875-4769, mcdanielm@saccounty.net

See Attachment 2 – Scope of Work as submitted to Caltrans for the Sustainable Communities Grant Application.

5. Jackson Corridor Trails Master Plan

Review and Comment

Estimated Time: 40 minutes

Mikki McDaniel, Sacramento, SACDOT, (916) 875-4769, mcdanielm@saccounty.net

See Attachment 3 – Jackson Corridor Trails Master Plan Map; New Bridge Trails Map; Mather South Trails Map.

6. Staff Updates and Reports Back

Sacramento Region Parks and Trails Strategic Development Plan

7. Future Agenda Items

Bicycle Education, 50 Corridor Transportation Management Agency

8. Informational Items

Attachment 4 – August 13, 2019 minutes – final version as approved

Attachment 5 – Final SacBAC bylaws

9. Set Next Meeting Dates

a) Next SacBAC meeting November 12, 2019

b) Adjourn SacBAC

The meeting facilities are accessible to persons with disabilities. Requests for documents in accessible formats, interpreting services, assistive listening devices, or other accommodations should be made through the County Disability Compliance Office at (916) 874-7642 or (916) 874-7647 (TTY/TDD), no later than five working days prior to the meeting.

COUNTY OF SACRAMENTO
BICYCLE ADVISORY COMMITTEE
Meeting Minutes

Department of Transportation | 4100 Traffic Way, Sacramento, CA 95827

TUESDAY September 10, 2019 - 6:00 p.m.

1. Call to Order of the Bicycle Advisory Committee (SacBAC)

Regular session called to order by:

Members Present: Thomas Cassera, Robert Goss, Sue Schooley, Erin Stumpf, Jack Wursten

Members Excused: Andrea Strahlo, Katherine Koumis

Members Not Excused: None

2. Public Comment on Non-agenda Topics

3. Review and Approve Meeting Minutes of August 13, 2019

Action Item

Edits were made to the meeting minutes. A motion was made to approve the minutes with the edits.

Action: **Motion/Second:** Schooley, Wursten

Yes: Goss, Cassera, Stumpf

No: None

Abstained: None

4. Office of Planning and Environmental Review

Informational

Estimated Time: 40 minutes

Chris Pahule, Principal Planner, PER, (916) 875-4447

Todd Smith, Principal Planner, PER, (916) 874-6918

Todd Smith, Long Range Planning

- o Several elements of the General Plan support alternative modes, including Land Use, Circulation, and the Environmental Justice (EJ) Element (a requirement of SB 1000). The EJ element focuses on disadvantaged communities and pollution exposure and air quality, access to public facilities, food access, crime prevention, and other topics. Phase II of the EJ element includes a policy on low stress bikeways.
- o Overview of Special Plan Areas in progress now. Jackson Highway Master Plans include Jackson Township, West Jackson Highway Master Plan, New Bridge, and Mather South Plan Areas. The Jackson Corridor Trails Master Plan is a network of Class I trails within the four plan area. Two master plans are in the Natomas area.
- o Question from committee: Do special plans go to SacBAC for review? Response: They should.

- o Committee requested that staff present Jackson Corridor Trails Master Plan for review and comment.

Chris Pahule, Short Range Planning

- o Overview of short range planning. 200 project applications are active right now. Qualifying projects go through Design Review. The Design Review Advisory Committee will review discretionary projects and suggest changes, if needed. Initial review of projects goes through the Project Review Committee. Staff performs analysis on projects and adds conditions of approval. Project then moves to a hearing body.
- o Project applicants present projects to Community Planning Advisory Councils (CPACs) early in the planning process. The County has a number of Citizen Advisory Committees, including the 14 Community Planning Advisory Councils (CPACs); and the newly formed Agricultural Committee.
- o The Green Building code is being followed, in particular, with respect to bicycle racks.
- o Committee question: Who flags short range projects needing BAC comment? How do you see our comment? Response: The criteria and process for flagging projects for BAC comment needs to be developed by DOT and PER. Typically, PER would see a formal transmittal from an advisory committee recommending project approval or not. Recommendations would be included.

5. Review of Bylaws

Review and Comment

Estimated Time: 40 minutes

Mikki McDaniel, Sacramento, SACDOT, (916) 875-4769, mcdanielm@saccounty.net

One change was made to the bylaws. Sue Schooley motioned to approve the bylaws with the one change. Jack Wursten seconded the motion.

Action: **Motion/Second:** Schooley/Wursten
Yes: Goss, Cassera, Stumpf
No: None
Abstained: None

6. Watt Avenue Complete Streets Improvements Project, Phase I

Review and Comment

Estimated Time: 20 minutes

Mikki McDaniel, SACDOT, (916) 875-4769, mcdanielm@saccounty.net

Comments included:

- Extend green striping to the beginning of the median. Add a curb cut at the median. (Preferred)
- Add a curb cut at the point at which the bike lane drops in advance of the on ramp to the I-80. Cyclists would then be instructed to act as pedestrians. (This is an option, but not preferred.)
- Add a planter on the median adjacent to the crosswalk.
- Add a sign adjacent to the roadway at the Taco Bell parking driveway with a “Share the Road” or similar message to raise driver awareness that cyclists may be on the road.

- Add a curb cut on the opposite end of the sidewalk on the south side of the freeway on the overcrossing.
- Signalize the crosswalk.
- Add striping south of the I-80 on-ramp where it exists, but is not continuous.

7. Staff Updates and Reports Back

- Active Transportation Plan
- Signal Timing at Gold Country Drive and Hazel Avenue
- Staff question: For TMA talk, what are members interested in? Committee response: What is the geographical area of the TMA? Where does TMA funding come from?

8. Future Agenda Items

- Bicycle Education, 50 Corridor Transportation Management Agency

9. Set Next Meeting Dates

- a) Next SacBAC meeting October 8, 2019
- b) Adjourn SacBAC: Stumpf moved/Schooley seconded

SCOPE OF WORK: Sacramento County Active Transportation Plan

INTRODUCTION:

Sacramento County will develop an Active Transportation Plan, effectively updating and merging its existing Bicycle Master Plan (2011) and Pedestrian Master Plan (2007). The intent of the Active Transportation Plan is to provide safer access for people walking and biking on major arterials, address access barriers, and promote physical activity.

The Plan will be developed after extensive community outreach efforts aimed at engaging residents and community organizations such as WALKS Sacramento and Sacramento Area Bike Advocates; multiple Departments (Transportation, Planning, Health Services); the Community Planning Advisory Committees; Caltrans District 3; and the Sacramento Regional Transit District.

A strong emphasis will be placed on improving safety, mobility, accessibility, and health as well as stimulating economic development within Sacramento County's four Environmental Justice Communities: North Highlands, West Arden-Arcade, South Sacramento, and North Vineyard, which are disadvantaged communities identified in the Environmental Justice Element of the Sacramento County General Plan. Improving safety is critical as currently, people who walk or bike in the County must travel on streets that are unsafe due to the fact that they are highly auto-oriented.

These dangerous conditions are reflected in the most recent collision data available from the Traffic Incident Mapping System (TIMS). Between 2011 and 2015, there were 2,190 collisions involving bicyclists or pedestrians in County unincorporated areas. 109 of these collisions involved fatalities. These collisions, and most notably, the fatalities, are disproportionately located within the four Environmental Justice Communities; 63% of the fatalities and 60% of the collisions occurred in the four disadvantaged communities between 2011 and 2015. Additionally, an alarmingly high number of collisions and fatalities occurred near schools. For example, between 2011 and 2015, there were 137 collisions within a ½ mile of four different schools located within Environmental Justice Communities. These four schools averaged 34 collisions during this time period, indicating there is a substantial need for safety improvements.

These disadvantaged communities will benefit from the plan as it will create a comprehensive inventory of pedestrian facilities such as sidewalks, street crossings, lighting, shade trees, and benches, which does not currently exist. This will allow the County to determine where deficiencies exist and ultimately, help eliminate/reduce deficiencies in these priority areas.

These improvements will not only benefit the lives of residents living within the disadvantaged communities, but they will benefit the region and state as whole by reducing greenhouse gas emissions and supporting statewide climate adaptation goals by incorporating strategies listed in *California Transportation Plan 2040* and targeting mode shift goals identified in *Caltrans Strategic Management Plan*.

Additionally, the Active Transportation Plan will build upon the following recent planning efforts conducted by Sacramento County, which were aimed at improving safety and promoting walking, biking, and an overall healthy lifestyle:

- Countywide Design Guidelines Appendix D: Active Design Guidelines
- Phase 1 Environmental Justice Element (General Plan)
- Smart Growth Streets policy/identified corridors (General Plan Circulation Element)

RESPONSIBLE PARTIES:

Sacramento County
Consultant

OVERALL PROJECT OBJECTIVES:

Consistent with Caltrans Mission and Grant Program Overarching Objectives, the overall project objectives are as follows:

- Sustainability – Identify and prioritize projects intended to encourage mode shift, thereby reducing greenhouse gas emissions.
- Mobility – Identify and prioritize projects that will reduce/eliminate barriers to walk/bike access in the County, particularly on streets without sidewalks, and across freeway interchanges and rivers.
- Safety – Identify and prioritize projects that connect sidewalks, provide separated bike access on arterials, make freeway interchanges safer, and help reduce the number of bike/pedestrian injuries and fatalities in school areas.
- Innovation – Standardize bicycle accommodation with the guidance for Class IV barrier-separated facilities.
- Economy – Identify and prioritize projects that promote economic revitalization along mixed-use travel corridors, and generate increased foot traffic for local businesses.
- Health – Emphasize the potential for improved health outcomes via increased physical activity, resulting from a greater number of community residents walking or biking for daily trips.
- Social equity – Identify and prioritize projects that aim to reduce the disproportionate numbers of bicycle/pedestrian injuries and fatalities in the County’s four Environmental Justice Communities, and provide safe, comfortable walk and bike access to connect residents to communities with employment.

1. Project Initiation

Task 1.1 Project Kick-off Meeting

- Execute a kick-off meeting with Caltrans staff to discuss grant procedures and project expectations, including invoicing (ranging in frequency from quarterly at least, to monthly at most), quarterly reporting, and all other relevant project information. The County will provide a meeting summary.
- Responsible Party: County

Task 1.2 RFP for Consultant Services

- Complete an RFP process for selection of a consultant using the proper procurement procedures.
- Responsible Party: County

Task 1.3 Project Management and Coordination

- Meet with consultant to launch planning effort, review project schedule, and identify Project Team members and partners.
- Execute monthly face-to-face project team meetings with consultant and partners to oversee coordination on upcoming tasks, therefore ensuring the project remains on schedule and within budget. In addition, there may be regular check-in calls/e-mails with the County and consultants, as well as periodic progress reports to ensure coordination between all parties involved to help deliver a plan that will meet or exceed expectations. Caltrans staff will be invited to all team meetings.
- Responsible Party: County, Consultant

Task	Deliverable
1.1	<i>Kick-off Meeting Notes</i>
1.2	<i>Copy of Procurement Procedures and Executed Consultant Contract</i>
1.3	<i>Monthly Team Meeting Notes</i>

2. Data Collection and Existing Conditions Analysis

Task 2.1 Review Background Documents

- Review the current planning documents involving active transportation, including but not limited to the Sacramento County General Plan, Bicycle Master Plan, and Pedestrian Master Plans, approved Active Transportation Plans from adjacent cities, and Caltrans “Toward an Active California” State Bicycle and Pedestrian Plan.
- Identify goals and objectives that align with the ATP.
- Identify how existing bicycle and pedestrian plans from neighboring cities conform to the County planning area.

- Responsible Party: County, Consultant

Task 2.2 Data Collection and Base Mapping

- Compile project area mapping using the County's Geographic Information Systems (GIS) database, for use in analyses, presentations, and draft and final documents. The County and Consultant will utilize existing GIS data, along with supplemental data when required. Maps will include, but not be limited to, the following data:
 - Land use/zoning, housing, schools, parks, retail and office space;
 - Socio-economic, geographic, and demographic data;
 - Existing/proposed surface transportation networks, including transit, bicycle and pedestrian;
 - Existing bicycle parking.
- Responsible Party: County, Consultant

Task 2.3 Safety Analysis

- The team shall evaluate collision data using recognized statewide standardized data through the UC Berkeley Transportation Injury Mapping System (TIMS) to map injuries and fatalities to pedestrians and bicyclists in traffic collisions. The team will also coordinate with Sacramento County Sheriff's Department and Traffic Operations Center (TOC) to review current collision and safety records.
- Identify high injury arterial corridors and hot spot locations that would benefit from countermeasures identified in the ATP.
- Responsible Party: County, Consultant

Task 2.4 Disadvantaged Communities Analysis

- Utilizing the recently completed Environmental Justice Element, the State's disadvantaged communities mapping tools, and other resources as necessary, identify areas of need for active transportation interventions to increase access and mobility for the County's most vulnerable users.
- The disadvantaged communities analysis can be used to prioritize projects to create more equitable access to walking and biking infrastructure.
- Responsible Party: County, Consultant

Task 2.5 Existing Conditions Summary

- Create a summary document for the state of active transportation in Sacramento County. The document will highlight opportunities and barriers to access and mobility for people walking and biking.
- Responsible Party: County, Consultant

Task	Deliverable
2.1	<i>Background Documents Summary</i>
2.2	<i>Base Mapping</i>
2.3	<i>Safety Analysis Mapping</i>
2.4	<i>Disadvantaged Community Mapping</i>
2.5	<i>Existing Conditions Summary</i>

3. Public Engagement

Task 3.1 Community Planning Advisory Councils (CPAC) Meetings

- The fourteen Community Planning Advisory Councils were created in the unincorporated County to facilitate and encourage direct citizen participation early in the planning process when it is easier for project proponents and decision-makers to respond to public concerns. The primary purpose of the CPAC is to gather community response to proposed projects and plans.
- Develop an outreach plan that will engage the public and interested stakeholders, starting with the CPACs, to encourage broad community engagement and solicitation for input across the unincorporated County. The CPACs will be the first touchpoint for community engagement, to invite participation at other outreach events outlined below, and to solicit feedback via online engagement tools. There will be up to 20 regular check-ins at the standing CPACs meetings by County Staff and Consultants.
- Responsible Party: County, Consultant

Task 3.2 Online Engagement

- Utilize various methods of online outreach that may include, but are not limited to, online surveys of active transportation users, a project webpage, a virtual open house, online mapping tools, and community feedback surveys at public engagement events. The County and Consultant will work together to identify the most effective online engagement tools to reach the broadest cross section of County residents, especially those in identified disadvantaged communities.
- Responsible Party: County, Consultant

Task 3.3 Pop-up Engagement Events

- Create a traveling engagement toolbox to engage the public at existing civic events at locations around the County such as farmers markets, community festivals, school activities, and “May is Bike Month” events. A minimum of 20 pop up events will be conducted throughout the project timeline at various locations across the County.
- Responsible Party: County, Consultant

Task 3.4 Community Workshops

- Community workshops will be used to introduce the ATP to the public, define the purpose and scope of the plan, inform the public of opportunities to provide input on development

of the plan, and provide vetting for conceptual network enhancements of the bicycle and pedestrian systems in Sacramento County. There will be a minimum of two sets of two public workshops (four workshops total). One set of workshops will occur during the beginning of the project to better understand the community's goals for active transportation and thoughts on existing opportunities and barriers. The second set of workshops will be used to review the planned network enhancements and assist with identifying the high priority projects. The community workshop locations will be geographically diverse and focus on environmental justice communities in the north and south ends of the County.

- Responsible Party: County, Consultant

Task	Deliverable
3.1	<i>Outreach Plan, CPAC Meeting Summaries</i>
3.2	<i>Online Engagement Materials</i>
3.3	<i>Traveling Workshop Toolbox Materials</i>
3.4	<i>Public Workshop Summaries</i>

4. Active Transportation Network Analysis

Task 4.1 Origin and Destination Analysis

- Assess the generators and attractors within the unincorporated Sacramento County that will influence active transportation use. The team will identify existing and planned land uses that attract people walking and biking, such as routes to schools, parks, neighborhood retail, and community services.
- The plan will assess connectivity to the American River Bike Trail, the preeminent bikeway in Sacramento County, from surrounding neighborhoods.
- Responsible Party: County, Consultant

Task 4.2 Level of Traffic Stress Analysis

- In order to accommodate a wider range of riders and increase ridership across the County, the plan will evaluate the level of traffic stress (LTS) for bicycle riders and pedestrians across the network. The traffic stress evaluation will be used to identify opportunities to apply best practices for creating low stress bikeways.
- Create a toolbox of low stress bikeway and pedestrian enhancements that could be applied to corridors to create a low stress network.
- Identify goals and policies for implementing low-stress bikeways and sidewalks in Sacramento County.
- Responsible Party: County, Consultant

Task 4.3 Network Gap Analysis

- Utilizing previous plans and data collected in Task 2 and analysis conducted in Tasks 4.1 and 4.2, identify gaps within the bicycle and pedestrian networks across the County. The gap analysis will identify locations where bikeways, sidewalks, and crossings can be implemented to create better connectivity and a higher level of access for the residents, employees, and visitors to Sacramento County.
- Responsible Party: County, Consultant

Task	Deliverable
4.1	<i>Origin and Destination Mapping</i>
4.2	<i>LTS Mapping and Policy Guidance</i>
4.3	<i>Network Gap Mapping</i>

5. Project Definition

Task 5.1 Define Project List

- Building from the transportation analysis in Task 4, identify a project list of bikeways, sidewalks, and crossing enhancements that could be implemented within Sacramento County to enhance user experiences of biking and walking.
- Responsible Party: County, Consultant

Task 5.2 Identify Non-Infrastructure Programs Including Wayfinding

- Beyond transportation projects, identify programs that will enhance the user experience, increase safety, and encourage more people to walk and bike. These may include safe routes to school programs, education and enforcement efforts by the Sacramento County Sheriff's Department, encouragement programs working with community partners in the environmental justice communities, new bicycle parking opportunities, and wayfinding mapping and signage opportunities.
- Responsible Party: County, Consultant

Task 5.3 Develop Prioritization Metrics and Costs

- The project team will work with community members, as discussed in Task 3, to identify goals and metrics that will be used to prioritize the draft project list. The priority metrics will ultimately be based on community goals, but may include items such as increased safety, increased efficiency, cost effectiveness, increased access for environmental justice communities, removal of a barriers, or access around schools.
- Create planning level costs estimates for implementing the projects identified in Task 5.1.
- Responsible Party: County, Consultant

Task 5.4 Develop Prioritization Projects and Programs

- The project team will apply the prioritization metrics from Task 5.3 to identify high, medium, and low priority projects across the active transportation networks. The priority

list will identify infrastructure projects and programs that align with the community’s goals, have geographic diversity across the County, and are feasible to implement.

- Responsible Party: County, Consultant

Task 5.5 Develop Implementation Strategy

- An implementation strategy will identify funding opportunities, existing County projects and maintenance activities, community development partners, and future planning needs to implement the prioritized project list.
- Responsible Party: County, Consultant

Task	Deliverable
5.1	<i>Draft Project List</i>
5.2	<i>Non-Infrastructure Program List</i>
5.3	<i>Prioritization Metrics Summary</i>
5.4	<i>Prioritized Project List</i>
5.5	<i>Implementation and Funding Chapter</i>

6. Draft and Finalize the Sacramento County Active Transportation Plan

Task 6.1 Draft Active Transportation Plan

- Based on the work completed in Task 1 through Task 5, prepare a draft ATP meeting all State requirements for ATPs. Prior to finalizing the draft study, individual elements of the draft study will be presented to the public at the second set of Community Workshops and to the CPACs for public comment. Comments will be addressed in the draft study.
- Responsible Party: County, Consultant

Task 6.2 Present Draft Plan

- Present draft ATP at the County Bicycle Advisory Committee (BAC), Planning Commission, and Board of Supervisors.
- Responsible Party: County, Consultant

Task 6.3 Final Active Transportation Plan

- Complete final ATP that addresses the comments provided by the Board of Supervisors and other committees.
- Submit four hard copies and four electronic copies of the final study to Caltrans. On the cover of the study, the County will credit the financial contribution of the Sustainable Transportation Planning Grant Program and Caltrans.
- Present final study at the Board of Supervisors for acceptance.

- Responsible Party: County, Consultant

Task	Deliverable
6.1	<i>Draft ATP, Presentation Materials, Meeting Summaries</i>
6.2	<i>Presentation Materials, Meeting Summaries</i>
6.3	<i>Final ATP (10 hard copies, electronic submittal)</i>

7. Project Management

Task 7.1: Fiscal Administration

- Submit complete invoice packages to Caltrans District 3 staff based on milestone completion – ranging in frequency from quarterly (at least) to monthly (at most). Oversee ongoing contract management.
- Responsible Party: County

Task 7.2: Quarterly Reports

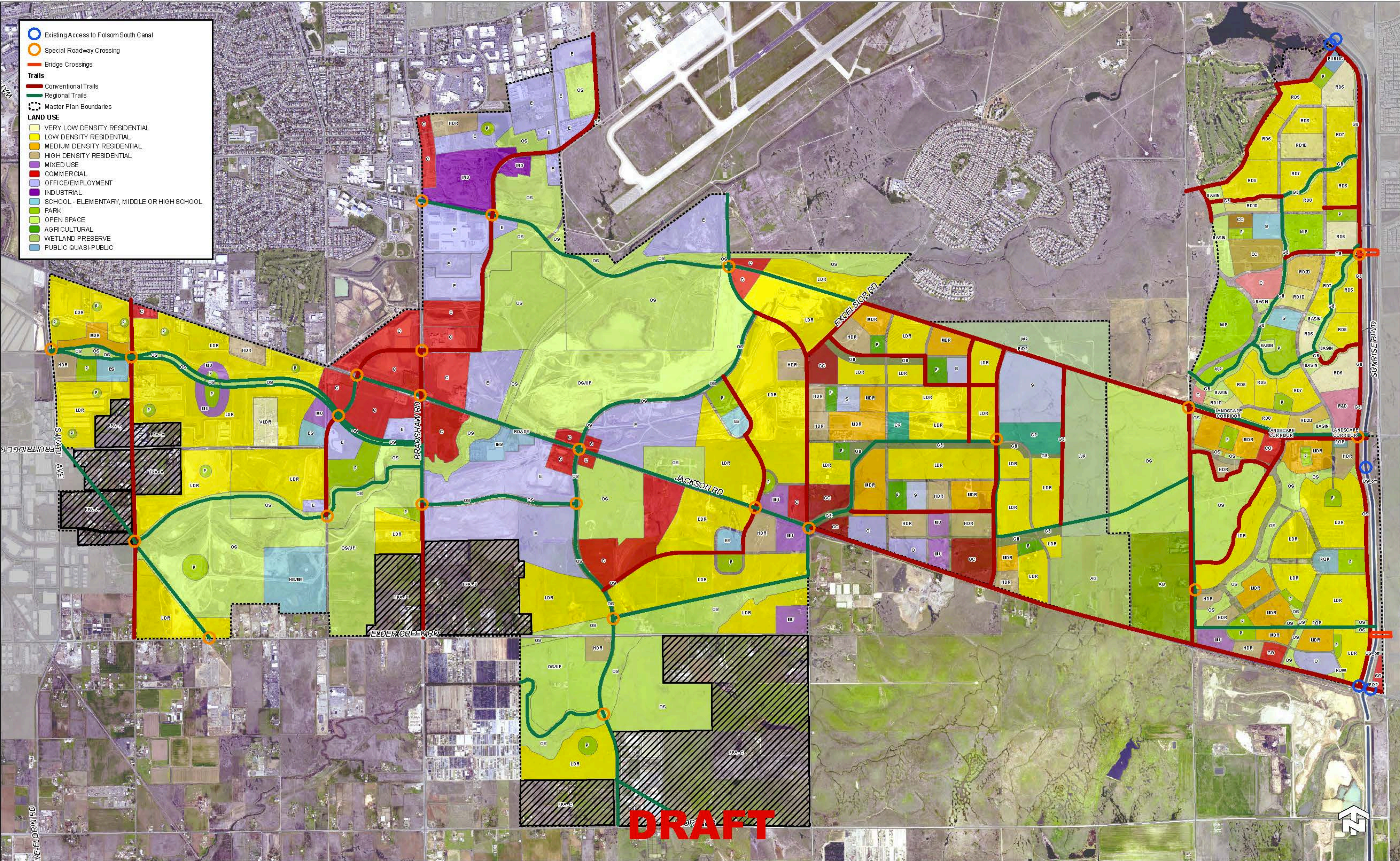
- Submit quarterly reports to Caltrans District 3 staff providing a summary of project progress, including grant and local match expenditures.
- Responsible Party: County

Task 7.3: Project Close Out

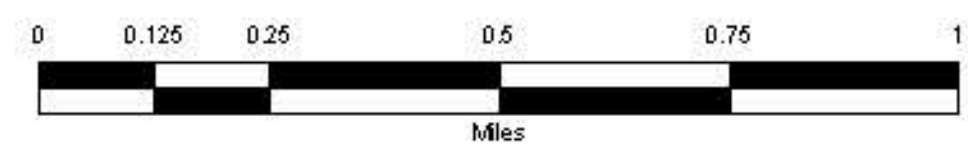
- Submit final project filing to Caltrans District 3.
- Responsible Party: County

Task	Deliverable
7.1	<i>Invoice Packages</i>
7.2	<i>Quarterly Reports</i>
7.3	<i>Final Filing</i>

Existing Access to Folsom South Canal
 Special Roadway Crossing
 Bridge Crossings
Trails
 Conventional Trails
 Regional Trails
 Master Plan Boundaries
LAND USE
 VERY LOW DENSITY RESIDENTIAL
 LOW DENSITY RESIDENTIAL
 MEDIUM DENSITY RESIDENTIAL
 HIGH DENSITY RESIDENTIAL
 MIXED USE
 COMMERCIAL
 OFFICE/EMPLOYMENT
 INDUSTRIAL
 SCHOOL - ELEMENTARY, MIDDLE OR HIGH SCHOOL
 PARK
 OPEN SPACE
 AGRICULTURAL
 WETLAND PRESERVE
 PUBLIC QUASI-PUBLIC



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JACKSON CORRIDOR TRAILS MASTER PLAN

JULY 2018

Figure 9
Trail Facilities

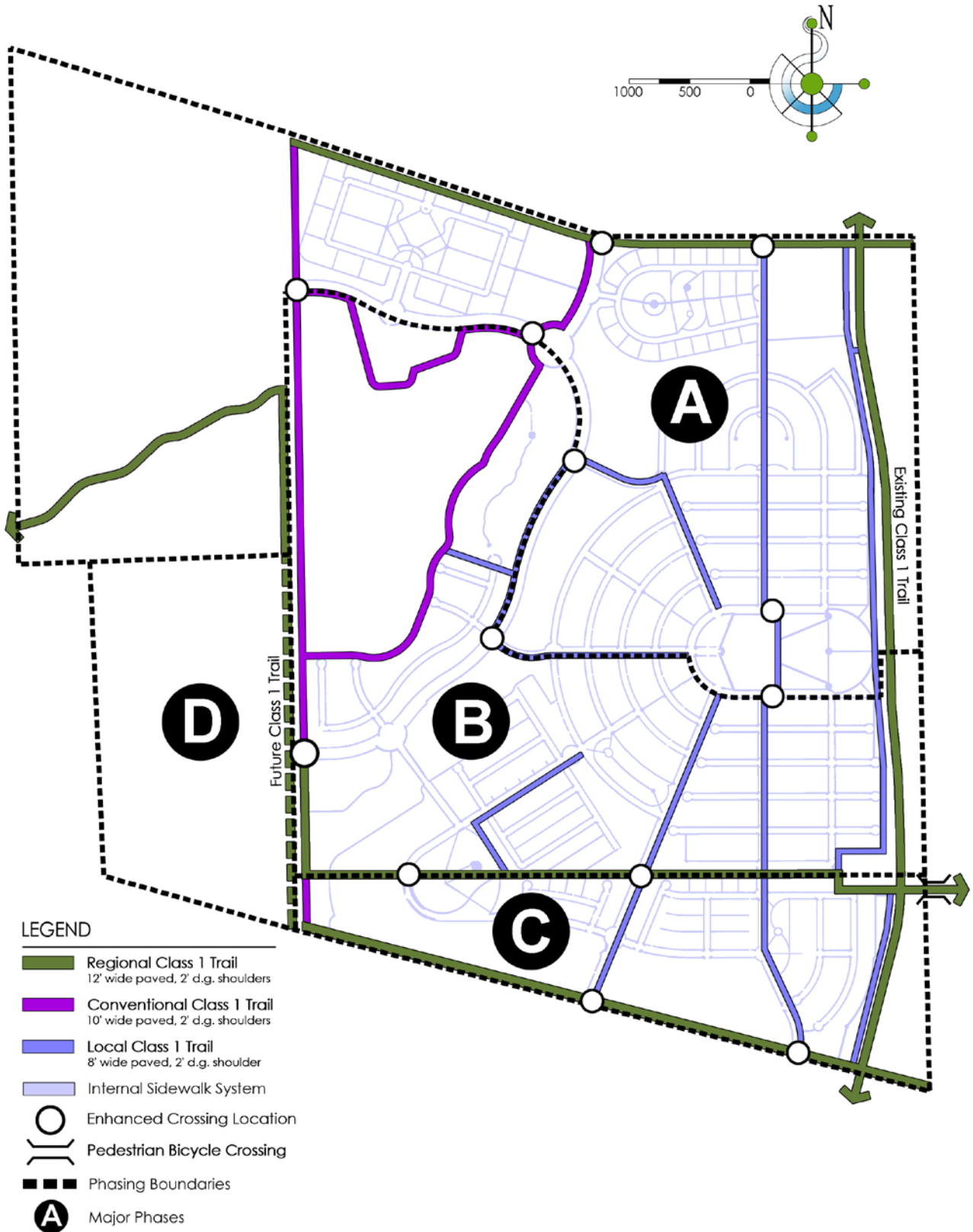
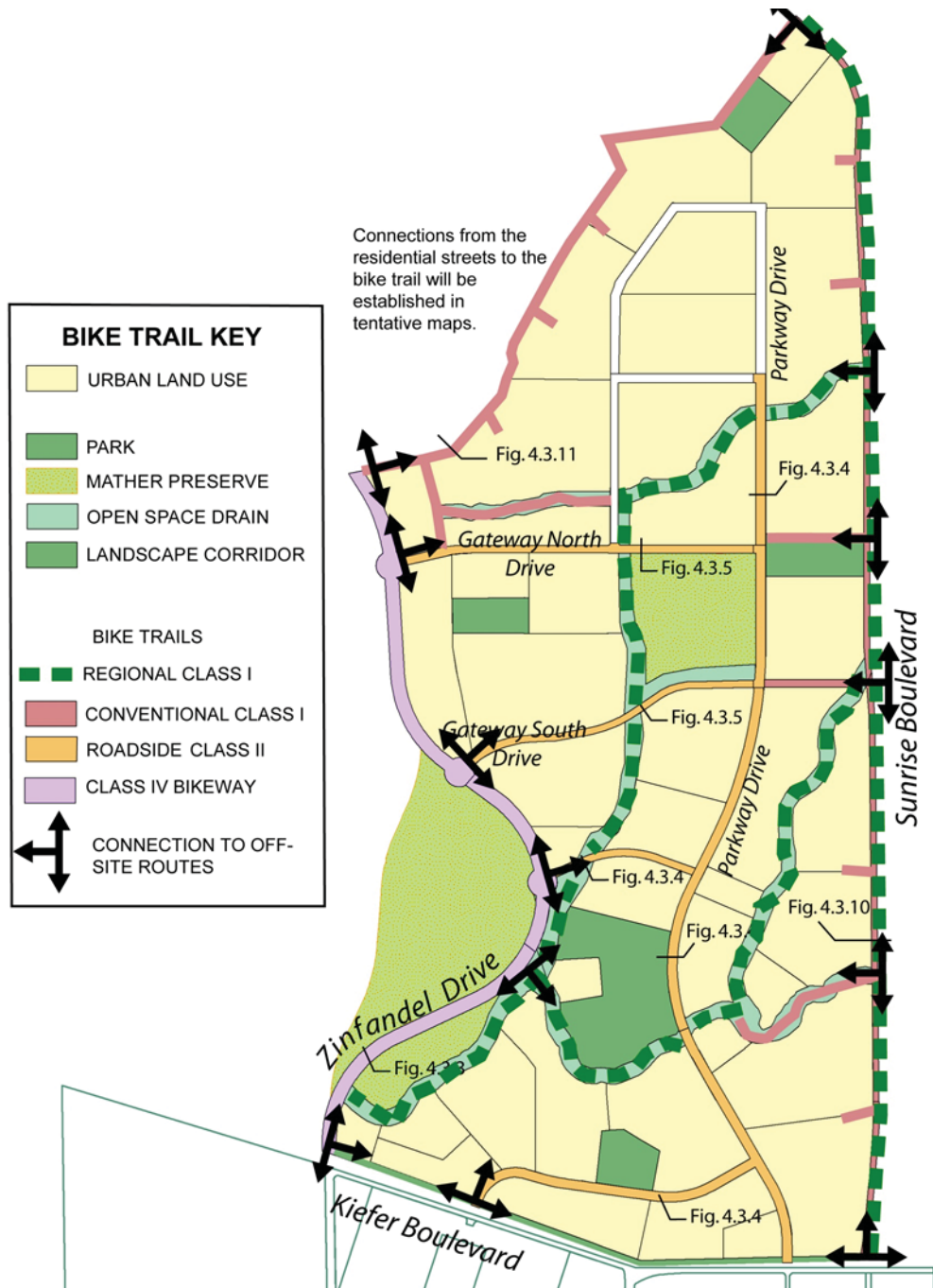


Figure 9
Trail Facilities



**COUNTY OF SACRAMENTO
BICYCLE ADVISORY COMMITTEE
Meeting Minutes**

Department of Transportation | 4111 Branch Center Road, 95827

TUESDAY August 13, 2019 - 6:00 p.m.

1. Call to Order of the Bicycle Advisory Committee (SacBAC)

Regular session called to order by chair, Robert Goss, at 6:00 pm on Tuesday, August 13, 2019

Members Present: Katherine Koumis, Sue Schooley, Jack Wursten, Robert Goss, Andrea Strahlo

Members Excused: Erin Stumpf, Thomas Cassera

Members Not Excused:

2. Public Comment on Non-agenda Topics

No community members present

3. Review and Approve Meeting Minutes of June 11, 2019

Action Item

Action: **Motion/Second:** Wursten/Schooley

Yes: Katherine Koumis, Jack Wursten, Sue Schooley

No: None

Abstained: Robert Goss, Andrea Strahlo

4. Department of Regional Parks

Informational

Estimated Time: 30 minutes

Liz Bellas, Director of Parks and Recreation, Regional Parks, (916) 875-5925, bellase@SacCounty.NET

- Liz Bellas presented on Measure A projects in the American River Parkway.
- Removal of 31 trees from mile marker 0 through 6.5
- Upper Sunrise Winter Bike Route – area floods every year. Repairing paving
- Mile marker 16.5 – emergency repairs of washout
 - Discussions about safety at detour and additional signage.
 - Washout will be repaired (outfall) and shored up area. New trail alignment to avoid future issues
- Signage: wayfinding, etiquette, and maps. Provided by Measure A funding.
 - Proposed to be installed from mile 1 through 17.

- Frequency of signage – locations that make sense of crossings or major intersections.
- Cost estimates: Sunrise overlay will increase to \$300K
- Question regarding the use of E-bikes, scooters, e-boards
 - Bellas - E-boards and roller blades are allowed on the Parkway. Skate boards are not allowed.
- Discussion of Regional Parks process of prioritizing projects.
- See attachment for slides.

5. Fair Oaks Blvd Improvements Phase 3

Informational

Marconi Ave to Landis Ave

Estimated Time: 30 minutes

Keith Gotwalt, Associate Civil Engineer, Sacramento County Department of Transportation (SACDOT), (916) 874-2818, gotwalk@SacCounty.NET

Melissa Wright, Senior Civil Engineer, (916) 874-4243, wrightme@SacCounty.NET

- Fair Oaks Blvd Phase 3 project includes adding class 2 bike lanes, sidewalks, traffic signals with bike detection, bus pullouts and added landscape from Marconi to Landis Avenue.
- Going out to bid in a few months (construction starting in December)
 - Undergrounding of utilities as needed.
 - Construction will be anticipated to two seasons (weather and scheduling dependent)
- Cost: \$7 million for this phase.
- All plans are done in house.
 - Majority of project are done in-house except for structural components (bridges).
- Committee request for future projects to have a brief summation of project highlights:
 - Project date / time frame for construction
 - Costs
 - Objectives for project.
- Committee questions about signaling and timing of bike/pedestrian detection
- Staff response: Dependent on time of day and traffic.
- See attachment for vicinity map and plans.

6. Review of Bylaws

Review and Comment

Estimated Time: 60 minutes

Mikki McDaniel, Sacramento County Department of Transportation (SACDOT), (916) 875-4769, mcdanielm@sacounty.net

- Required to have bylaws for the committee
- Previous discussions about 'Active Transportation' committee since there is a new 'Active Transportation Plan'.
 - Only discussed at this forum at this time. Currently has not been elevated.

- Comments by page:
 - Page 1 –
 - (a) through (h) cannot be changed, these are approved by the Board of Supervisors resolution.
 - List of responsibilities – Ability to comment on policies
 - Department policies – provide assistance or ideas on updated policies that are important
 - Page 2 –
 - 2.1 is an inconsistency with Article 1.3.3
 - Should include 'bicycle related field'
 - Recommendation is to strike 'or are primarily employed in a bicycling-related field within Sacramento County' from Section 2, 2.1
 - (G) When is report due? (General comment/question)
 - Draft of report in December
 - One or two page report with summation of meeting minutes/agenda items.
 - Present draft of report to BAC in January for implementation.
 - Clarify Section 2 – Term of office
 - 'In the same position' for more than two years.
 - Recommendation to put somewhere in the bylaws that the BAC is staffed by the County DOT.
 - Page 4 –
 - Strike Executive Committee from the bylaws.
 - Draft bylaws in tracked changes will be included for review on the September meeting agenda.

7. Bicycle Safety and Education

Discussion

Estimated Time: 15 minutes

Item of interest on behalf of Committee Member Thomas Cassera.

- Item was tabled due to Thomas Cassera not being present.

8. Staff Updates and Reports Back

- Future meetings beginning with the September 2019 meeting will be moved to Department of Transportation, Maintenance and Operations, Highway Assembly Room, 4100 Traffic Way, Sacramento, CA 95827. The Highway Assembly Room allows for public access, a requirement of the Brown Act.

9. Future Agenda Items

10. Set Next Meeting Dates

- a) Next SacBAC meeting September 10, 2019
- b) Adjourn SacBAC

Motion/Second: Goss/Schooley @ 8:05 pm

**SACRAMENTO COUNTY BICYCLE ADVISORY COMMITTEE
BYLAWS**

ARTICLE I - NAME

The name of this Committee shall be the Sacramento County Bicycle Advisory Committee, hereafter referred to as the “Committee.”

ARTICLE II - AUTHORITY

The establishment of this Committee is set forth in Sacramento County Board of Supervisor’s Resolution #2017-0864, dated December 12, 2017, which sets forth the purpose, responsibilities, membership and conditions under which the Committee will operate.

ARTICLE III - STATEMENT OF MISSION

The mission of the Committee is to guide implementation of the Sacramento County Bicycle Master Plan (SCBMP) suited to the needs of individual jurisdictions, advise local government, and advocate for implementation of the plan at the local level.

ARTICLE IV - RESPONSIBILITIES

The responsibilities of the Committee shall include those listed below. The following list shall not be construed in a manner that would restrict the Committee from activities that are consistent and compatible with both the mission stated herein and a specific request or directive for action by the Board of Supervisors.

- (a) Pursue the implementation of the policies and recommendations included in the SCBMP.
- (b) Advise County staff as to the implementation of bikeway facilities recommended by the SCBMP, including establishing criteria and priorities for bikeway implementation.
- (c) Investigate the feasibility of and advise the Board as to the development of programs recommended by the SCBMP concerning bicycle safety and education, bicycle law enforcement and registration, bicycle parking and security, and bicycling and public transit.
- (d) Review and discuss current bicycling issues and advise the Board as appropriate with respect to these issues.

- (e) Provide for ongoing public input and participation with respect to bikeway implementation, bicycling programs, and other bicycling matters addressed by the County BAC.
- (f) Determine the need for and oversee the preparation of periodic updates to the SCBMP, and present the updates to the Board for consideration and adoption.
- (g) Prepare and submit, at least annually, a report to the Board on the status of bikeway implementation, development of the bicycling programs recommended by the SCBMP, and other bicycling issues addressed by the County BAC during the report period.
- (h) Perform other services related to bicycling and bikeways as the Board may direct.

ARTICLE V - MEMBERSHIP

Section 1 – Number

The Committee shall have seven (7) members.

Section 2 – Qualifications for Membership

- 2.1 The 7 members shall be voting members and shall be persons who reside in Sacramento County.
- 2.2 Qualifications to be considered for appointment as a voting member on the Committee include the following:
 - 2.2.1 An interest in and knowledge of bicycle issues as they impact the County; and
 - 2.2.2 Active involvement in the bicycle community; and
 - 2.2.3 A combination of education, experience or training that would enable each member to provide a meaningful contribution in one or more of the following areas: advocacy, employment, rehabilitation, transportation, housing access, legal process of compliance, consultation in the use of assistive technology, the interpretation and formulation of legislation, planning and program development, budget analysis, personnel management, community resources development, and a practical understanding of the SCBMP and the planning documents that describe existing conditions for bicyclists throughout Sacramento County and/or dictate how future infrastructure improvements will improve the County's bicycling conditions.

2.3 A staff person from Sacramento County Department of Transportation shall attend meetings of the Committee.

Section 3 – Member Appointment

3.1 The voting members shall be selected through an interview with each Supervisor’s Chief of Staff. The Chiefs of Staff will thereafter make a recommendation for appointment by the Board of Supervisors.

3.2 Prior to the applicant interview, an applicant for a voting membership is required to attend at least one Committee meeting.

ARTICLE VI - TERM OF SERVICE

Section 1 - Voting Members

1.1 The term of office of each member of the Committee shall be at the pleasure of the Board of Supervisors, which may remove any appointed voting member at any time.

1.3 A vacancy shall exist when a member:

1.3.1 resigns or is removed; or

1.3.2 fails to meet attendance requirements; or

1.3.3 no longer resides in Sacramento County.

ARTICLE VII - OFFICERS

Section 1 – Designation

The officers of the Committee shall be a Chair, a Vice Chair, and a Secretary.

Section 2 – Term of Office

The term of office shall be one year. A member may be elected for any number of terms but may not serve more than two terms consecutively in the same position.

Section 3 – Duties of Officers

3.1 The Chair:

3.1.1 shall provide supervision, direction, and administer leadership over the affairs of the Committee;

3.1.2 shall act as spokesperson of the Committee;

3.1.3 shall preside at regular and special meetings;

3.1.4 may call any special meetings as deemed necessary;

3.1.5 shall prepare the agenda;

3.1.6 shall have unrestricted participation within the Committee.

3.2 The Vice-Chair:

3.2.1 in the event of absence of the Chair, shall exercise all the powers of the Chair;

3.2.2 shall do everything necessary to assist the Chair in the performance of his/her duties;

3.2.3 shall have unrestricted participation within the Committee.

3.3 The Secretary

3.3.1 in the event of absence of the Chair and the Vice Chair, shall exercise all the powers of the Chair;

3.3.2 shall do everything necessary to assist the Chair and the Vice Chair in the performance of their duties;

3.3.3 shall have unrestricted participation within the Committee.

3.3.4 shall review meeting minutes from staff.

ARTICLE VIII –ELECTION AND REMOVAL OF OFFICERS

Section 1 –Election

- 1.1 The Committee shall elect its Chairperson, Vice Chairperson, and Secretary annually at the second meeting of the year.

Section 2 – Removal from Office

- 2.1 An officer may be removed from office with good cause upon a two-thirds (2/3) vote of the majority of the voting Committee members present at any regular meeting.
- 2.2 In the event of the resignation or removal of the Committee Chair or Vice Chair, the Committee shall elect another voting member to the vacated office at its next regular meeting.
- 2.3 In the event that both the Committee Chair and Vice Chair resign or are removed simultaneously, the Secretary shall serve as the Chair until the Committee elects a new Chair and Vice Chair at its next regular meeting.

ARTICLE IX - MEETINGS

Section 1 - Regular Meetings

Committee meetings shall be held on a regularly set scheduled day at least once each quarter. If the regular meeting date falls upon a legal holiday, that meeting may be held on a date that will be selected at the regular meeting preceding the holiday.

Section 2 - Special Meetings

Special meetings of the Committee may be called at any time by the Chair or by at least three (3) members of the Committee. Notice of a special meeting shall be electronically mailed to members seven days in advance of the scheduled meeting date. The notice of the meeting shall specify the time, place, and business to be conducted. No other business shall be considered.

Section 3 - Quorum

- 3.1 Four members of the Committee shall constitute a quorum. No action of the Committee shall be taken unless a quorum thereof is present.

3.1.1. No action or recommendation of the Committee shall be valid unless a simple majority of Committee members present concur therein.

Section 4 – Attendance

- 4.1 Members are expected to attend all Committee meetings. A message to the Chair or staff prior to the meeting, anticipating an absence from the meeting, constitutes an excused absence.
- 4.2 In the event that a member has two consecutive unexcused absences from regular Committee meetings, the Chair or designee will initiate a letter to the member asking him/her to reaffirm in writing his/her intent to remain active. If a member has three consecutive unexcused absences or attends fewer than 50% of the meetings held in a year, he/she shall be recommended by the Chair for removal from the Committee by the Board of Supervisors.
- 4.3 Community attendance and participation shall be welcomed, encouraged, and needed at all regular and special Committee meetings.

Section 5 – Order of Business

- Call to order
- Roll Call
- Role of the Committee and Description of Meeting Procedures
- Public Comment
- Review and Approve Prior Meeting Minutes
- Action Items
- Information Items - Oral
- Staff Comments
- Information Items - Written
- Future Agenda Items

Items on the agenda can be heard in any order.

ARTICLE X – SUBCOMMITTEES

The Chairperson may create standing or special subcommittees, define their powers and duties and appoint the members thereof, upon approval of the Committee. Subcommittees may only include a minority number of Committee members.

ARTICLE XI - AMENDMENTS OF THE BY-LAWS

Amendment of these bylaws may be achieved by a two-thirds (2/3) vote of those Committee members present at any regular meeting, provided that notice of such

proposed amendment has been presented in substance or completed text in writing to the Chair and read by the Chair or his/her designee at a regular meeting held prior to the time the proposed amendment is to be voted upon.

ARTICLE XII - RULES OF ORDER

In the absence of provisions contained herein, all proceedings of the Committee shall be governed by the current edition of Robert's Rules of Order, (Revised).