



**REGULAR MEETING of the
San Mateo County Bicycle and Pedestrian Advisory Committee (SMCBPAC)
Thursday, July 14, 2016**

330 West 20th Street, Conference Room A
City of San Mateo, California 94403
7:00 p.m.

If you wish to speak to the Committee, please fill out a speaker's slip located on the tables as you enter the meeting room. If you have anything that you wish to be distributed to the Committee and included in the official record, please hand it to a member of SMCBPAC staff who will distribute the information to the Committee members and other staff.

1. WELCOME AND ADMINISTERING THE OATH OF OFFICE

Supervisor Don Horsley will administer the Oath of Office to the Committee Members and Alternates.

2. ROLL CALL

3. PUBLIC COMMENT

This item is reserved for persons wishing to address the Committee on any SMCBPAC-related matters that are as follows: 1) Not otherwise on this meeting agenda; 2) Staff Report on the Regular Agenda; or 3) Committee Members' Reports on the Regular Agenda. Public comments on matters not listed above shall be heard at the time the matter is called.

As with all public comment, members of the public who wish to address the Committee are requested to complete a speaker's slip and provide it to SMCBPAC staff. Speakers are customarily limited to two minutes, but an extension can be provided to you at the discretion of the Committee Chair.

4. ACTION TO SET AGENDA

This item is to set the final regular agenda.

REGULAR AGENDA

5. Brown Act Training (County Counsel)

6. Committee Administration and Purpose (Information)

7. Office of Sustainability Background (Information)

8. Active Transportation Overview (Information)

9. Election of Chair and Vice Chair (Action)

10. Member Terms of Office and Roles (Action)

11. Meeting Schedule (Action)

12. Announcements (Information)

13. Adjournment

Public records that relate to any item on the open session agenda for a regular Committee meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Committee. The Office of Sustainability, located at 455 County Center, 4th Floor, Redwood City, CA 94063, has been designated for the purpose of making those public records available for inspection. The documents are also available on the SMCBPAC's Internet Web site. The website is located at: http://green.smcgov.org/active_transportation.

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Ellen Barton, Active Transportation Coordinator, at least 2 working days before the meeting at (650) 599-1420 and/or EBarton@smcgov.org. Notification in advance of the meeting will enable the SMCBPAC to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical based products.



COUNTY OF SAN MATEO
Office of Sustainability
Active Transportation Program



Date: July 7, 2016

Committee Meeting Date: July 14, 2016

To: Bicycle and Pedestrian Advisory Committee

From: Jim Eggemeyer, Director, Office of Sustainability

Subject: Elect a Chair and Vice Chair for the Calendar Year 2016

RECOMMENDATION:

Elect a Committee Chair and Vice Chair for the Calendar Year 2016

BACKGROUND:

On September 1, 2015, the County Board of Supervisors approved Resolution 073998 establishing the San Mateo County Bicycle and Pedestrian Advisory Committee. The Resolution states that the Committee shall annually select, by majority vote, a Chair and Vice Chair.

DISCUSSION:

Committee members may nominate any of the Committee members for the Chair and Vice Chair positions. A nominee may decline the nomination. The Chair and Vice Chair are elected by a majority vote of the members present. The term of office for the Chair and Vice Chair shall start July 14 and terminate December 31 of the year 2016.

The duties of the Chair and Vice Chair are described in the *San Mateo County Boards and Commissions Handbook* (pg. 14).

ATTACHMENTS:

San Mateo County Boards and Commissions Handbook, excerpt "Group Roles, Chair"

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San Mateo County Boards and Commissions Handbook, excerpt "Group Roles, Chair"

Chair

- As group leader, the chair suggests group direction and options for setting goals.
- The chair provides a supportive environment for process, content, and group members.
- The chair coordinates activities of sub-committees.
- The chair ensures that agendas are set.
- The chair sets the tone and pace for the group.
- The chair may share the role of meeting preparation with the advisory group staff person.
- The chair represents the group in the community.
- If there is no appointed facilitator, the chair serves as facilitator and while in that role, remains neutral on content and focuses on process.



COUNTY OF SAN MATEO
Office of Sustainability
Active Transportation Program



Date: July 7, 2016

Committee Meeting Date: July 14, 2016

To: Bicycle and Pedestrian Advisory Committee

From: Jim Eggemeyer, Director, Office of Sustainability

Subject: Establish the roles for committee members for Terms of Office, Interest-area Representation, and Participation Rules for Alternates

RECOMMENDATION:

Establish roles for committee members for Terms of Office, Interest-area Representation, and Participation Rules for Alternates.

BACKGROUND:

On September 1, 2015, the County Board of Supervisors approved Resolution 073998 establishing the San Mateo County Bicycle and Pedestrian Advisory Committee. The Resolution states that the Committee shall adopt rules for the conduct of its own business beyond those provisions specified in the Resolution. The Resolution sets forth certain rules that require further clarification and action by the Committee:

- A. Staggered Terms of Office
- B. Interest-area and at-large representation
- C. Rules for participation of Alternates

DISCUSSION:

- A. Terms of Office shall be staggered: The Resolution states that two members of the Committee will serve two year terms and three members of the Committee will serve four year terms. The terms of the Alternate members should be staggered. The Committee should specify which members serve the staggered terms.

The term of office for members serving two years will be July 1, 2016 to June 30, 2018. The term of office for members serving four years will be July 1, 2016 to June 30, 2020.

- B. Interest-area Representation: The Resolution states that members are appointed such that one member represents the interests of people who bicycle, one member represents the interests of people involved in Safe Routes to Schools programs, and one member represents the interests of older adults. Two members shall be appointed at large. Interest-area assignments are not meant to be exclusive: all members represent a spectrum of interests relevant to walking and bicycling. The Committee may determine or assign members to serve the specified representational roles.

- C. Participation of Alternates: The Resolution does not specify the manner of participation of Alternate members. Standing rules for County advisory committees provide that alternates may attend all meetings and participate in discussion, but Alternates are eligible to vote only in place of an absent Member.

ATTACHMENTS:

None.



COUNTY OF SAN MATEO
Office of Sustainability
Active Transportation Program



Date: July 7, 2016

Committee Meeting Date: July 14, 2016

To: Bicycle and Pedestrian Advisory Committee

From: Jim Eggemeyer, Director, Office of Sustainability

Subject: 2016-17 County Bicycle and Pedestrian Advisory Committee Meeting Calendar

RECOMMENDATION:

Review and approve the County Bicycle and Pedestrian Advisory Committee meeting calendar for the year 2016-17.

BACKGROUND:

On September 1, 2015, the County Board of Supervisors approved Resolution 073998 establishing the San Mateo County Bicycle and Pedestrian Advisory Committee (SMCBPAC). The Resolution states that the Committee shall meet at least four times a year unless otherwise determined by majority vote of the Committee.

DISCUSSION:

The members of the Committee are directed by Resolution 073998 to set the regular time and location for meetings for the year.

The following dates are suggested for the regular meetings of the SMCBPAC:

- Thursday, September 15, 2016 – Work Session
- Thursday, October 20, 2016
- Thursday, February 16, 2017
- Thursday, April 20, 2017
- Thursday, June 15, 2017

The following meeting location may be reserved for these meeting dates:

- 455 County Center, Room 402, Redwood City

ATTACHMENTS: None.