# GGBLogoPEDESTRIAN AND BICYCLE ADVISORY Committee (pbac)

## Meeting Minutes for Wednesday, November 16, 2022

**Members Present:** David Alexander, Parker Day, Carolyn (Candy) Doran, Dan Federman, Kevin Gammon, James Grady,

Timothy Hunter, Sasha Madfes, Charles Metzler, Susan Nawbary,

Phoebe Ford, Ray Scherck, Warren Wells

**District Staff Present:** David Rivera, Deputy General Manager, Bridge Division; Josh Widmann, Associate Planner; Roberta Regan, Administrative Assistant, Planning Department

**Guests Present:** Michael Theriault, President, Board of Directors; James Mastin, Board of Directors; Michael Jones, Alta Consulting; Katherine Tsou, Senior Counsel, Hanson Bridgett, LLP

**David Rivera called the Zoom meeting to order at 6:01 p.m. A quorum of members was present.**

1. **Clarification of PBAC relationship to the Board of Directors and Brown Act.** David Rivera introduced Attorney Katherine Tsou of Hanson-Bridgett, LLP. Ms. Tsou provided a short overview of the requirements of PBAC and its relationship to the District’s Board of Directors via the Brown Act. She explained that the Brown Act is a state law that imposes various requirements on legislative bodies that hold public meetings, such as posting meeting agendas, following the agenda during the meeting, and allowing for public comment, among other legal requirements. Ms. Tsou offered to provide training or written documentation on the Brown Act in the future, if desired. She also offered her expertise in assisting the group to create committee bylaws and other procedural concerns.
2. **Introductions.**  Staff, members, and visitors introduced themselves. The group welcomed new member, David Pilpel.
3. **Consent Calendar.**
	1. **Approval of Minutes from the October 19, 2022 Meeting.** A majority of members present approved the meeting Minutes. Member Susan Nawbary dissented because her mention of insufficient public outreach was not included in the Minutes.
	2. **Affirm Selection of Committee Chairs and Vice-Chairs from October 19, 2022 Meeting.** Sasha Madfes moved to approve the selection of Committee Chairs and Warren Wells seconded. Committee Chairs were approved by a majority vote. Sasha Madfes moved to approve the selection of committee Vice-chairs and Phoebe Ford seconded. Committee Vice-chairs were approved by a majority vote.
	3. **Meet the Meeting Facilitator: Michael Jones, Founder, Alta Consulting**. Michael Jones presented an overview of his 28 years of experience in the bicycle-pedestrian field and stated that he had been selected to assist the committee for an initial six-month period as a facilitator and technical resource. He was involved in past bicycle safety studies for the District in 2010 and 2020. In his role as facilitator, he will assist the chairs and vice-chairs in leading the meetings and will help provide a focus and structure for keeping the meetings productive, stepping in as needed.

**5. Discussion of Proposed Committee Guidelines/Quorum for Voting on an Action or Recommendation/Code of Conduct.** Ms. Tsou repeated that she is happy to assist the committee develop a document that addresses all these concerns. She also mentioned that Robert’s Rules of Order is a good guide for the orderly conduct of meetings. Chair Warren Wells offered to assist with creation of such a document, as did Mr. Pilpel. Mr. Pilpel also suggested uniformity among all four advisory comittees. Chair Wells and Vice-Chair David Alexander asked to review the bylaws that currently exist for the other District advisory committees. Mr. Jones also suggested that the chairs and vice-chairs begin by working on meeting agendas, which are the roadmaps that result in committee action. He also stated that a structured format tends to work best for a Code of Conduct, with members showing respect for each other, raising hands, not interrupting, and respecting time limits for discussion.

1. **Continuation of Discussion of Key Areas of Interest among Committee Members.** Members discussed some of the items of interest that were listed on the google sheets from the previous meeting, specifically the Alexander Avenue safety issue. Mr. Jones mentioned that he would share the District’s previous Bike Studies with members by email before the next meeting. James Grady mentioned that he, and everyone on the committee, is probably interested in seeing the past studies, and specifically why Alexander Avenue continues to require safety enhancements. Mr. Rivera remarked that there is always maintenance being performed on Alexander Avenue, such as repairing potholes, repaving, improving bicycle line striping. Mr. Jones added that some improvements have been made, such as the maximum 15 mph speed limit for bikes on the bridge and stenciling the bike lane on the east sidewalk. He suggested that a simple stop sign on Alexander Avenue might make the roadway safer, but Caltrans would undoubtedly be concerned about traffic backups. This discussion will continue at future meetings.
2. **Other.** No other business to discuss.
3. **Public Comments.** None.
4. **Adjournment.** David Rivera adjourned the meeting at 7:31 p.m.

**The next meeting of the Pedestrian and Bicycle Advisory Committee will take place on Wednesday, January 18, 2023, at 6:00 p.m. via Zoom.**