

DRAFT MINUTES

Howard County Bicycle Advisory Group (BAG) Quarterly Meeting, 10/24/17

Columbia/Ellicott City Room, George Howard Building, 3pm to 5pm.

In Attendance

BAG Members

Yan Zhang as proxy for Jennifer Biddle (Dept. of Public Works)
Jane Dembner (Columbia Association)
Jack Guarneri (Bicycling Advocates)
Jen Terrasa
Paul Walsky

Office of Transportation Staff

Chris Eatough
Albert Guiney Engel
Clive Graham

Non-Members

David Zinner
Bill Kelly
Chris Tsien
Allison Calkins
Kevin Dolan
Phil Nichols
Jeannie DeCray
Peter Sotherland

The meeting was called to order by Chris Eatough at 3:00 pm.

1. Changes to the Bicycle Advisory Group under CB20-2017

Chris Eatough reviewed the changes to the Bicycle Advisory Group under CB20-2017, and read the relevant Howard County Code (Sec. 6.408(e) (1), (3), and (4)) to meeting attendees.

Chris suggested that the BAG could appoint Jack Guarneri as an interim chair until the Group's Rules of Procedure are finalized, and the members in attendance concurred with the suggestion. Guarneri accepted the appointment as interim chair.

Additional members were discussed. Members agreed that at this time, a key member that needs to be added is a representative from the State Highway Administration. Members also stressed the importance of regular attendance by representatives of the Howard County Police and Howard County Public School System.

The members in attendance asked Chris to prepare a meeting schedule for the coming year, and to plan to schedule the required joint meeting with the Transit & Pedestrian Advisory Group (TPAG) as a short meeting just before a regularly scheduled BAG meeting. Jack suggested that the regular meeting dates could be the 3rd Tuesdays of January, March, June, and September. Jack will work with Chris Eatough and Clive Graham to finalize the schedule of 2018 BAG meetings. They will be posted on the Howard County Events calendar and the Office of Transportation website.

2. Draft Rules of Procedure

Chris presented draft Rules of Procedure to the BAG, and reviewed them line-by-line. BAG members requested the following changes to the Rules:

Section 1.101: revise the vacancy procedure to be at the discretion of the BAG chairperson.

Section 1.101: state that a BAG member shall—rather than may—arrange for a proxy to attend a BAG meeting if they are not available to attend.

Section 1.102: Revise the quorum clause to remove the requirement that a quorum be present to hold a meeting and add language requiring a quorum for the BAG to take an official position, and increase the quorum to one more than fifty percent.

Section 1.102: Move the open forum requirement to Section 1.104—Public Attendance

Section 1.102: Remove reference to Robert’s Rules of Order.

Section 1.106: Permit the Chair to impose Robert’s Rules at his or her discretion if confusion or disorder arises in the meeting room.

Section 1.107: Investigate the possibility of online voting outside of meeting times to permit consultation with members’ agencies.

Section 1.107: Change “shall be in writing” to “shall be documented in writing”.

3. FY18 Capital Budget

Chris informed the BAG that the Office of Transportation would be submitting its budget request for FY2019 Howard County Capital Budget area K5066—Bicycle Master Plan projects—within the next few weeks, and presented members with a list and map of possible new projects, projects to be carried over from FY2018, and projects completed or expected to be completed in FY2018. Members expressed disappointment that the list of projects did not have cost estimates attached, that they were not provided this information before the meeting, and that they did not have enough time to discuss these possible projects before the Office of Transportation submits its budget request.

Members decided to schedule a special working meeting to discuss the capital budget request on Tuesday October 31st at 3PM, and asked Albert Guiney Engel to prepare more detailed maps and cost estimates for each possible project for discussion at the meeting.

Members expressed a desire to pursue Safe Routes to School grant funding in 2018.

4. US 1 Safety Evaluation

Albert Guiney Engel provided an update on the US 1 Safety Evaluation, describing the public input and data analysis processes for that have been completed, informing BAG members of the four focus areas that have been selected, and informing BAG members that one or two spots for BAG members would be available during a stakeholder walk-through of the US 1 corridor that would take place on November 14th.

5. Open Forum

No new items were discussed.

The meeting was adjourned by Chris Eatough at 4:55 pm.