



**CITY OF COLUMBIA**  
**BIKE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)**  
**August 14, 2023**  
**4:30 PM**

**Richland Library Main**  
**1431 Assembly Street, Meeting Room M**  
**Columbia, SC**

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**PAMELA BYNOE-REED • ZACH CAVANAUGH • DEREK DAVIS**  
**DOUGLAS GIOVANETTI • CARMEN LATIMER •**  
**JENNIFER LEAPHART • MARY SCOTT-CHANCEY WILLIAMS**

**In attendance:** Zach Cavanaugh, Derek Davis, Douglas Giovanetti, and Jennifer Leaphart.  
**Absent:** Pamela Bynoe-Reed, Carmen Latimer, Mary Scott-Chancey Williams  
**Staff:** Leigh DeForth

**I. CALL TO ORDER - Chair Giovanetti**

Mr. Giovanetti called the meeting to order at 4:36pm, there being a quorum present.

**II. REGULAR AGENDA**

*a.* Approval of June meeting minutes

Ms. Leaphart made a motion to approve the minutes, which was seconded by Mr. Cavanaugh. The motion was approved by unanimous vote.

*b.* Review of draft Council Presentation re: Mayor's Request for BPAC Priorities  
*(Giovanetti, Reed, and Williams)*

Members present discussed how this action item had not moved forward at the desired pace and had been difficult to plan for. After some discussion, there was a consensus that this might be best shifted to a memorandum format, which could be provided in writing to City Council via the City Clerk. Members agreed that timing-wise, it would be nice to complete any final edits at or by the next BPAC meeting on September 11th, where the document could be finalized and sent, as that would allow it to align with the counts (Sept. 9-23).

Ms. Leaphart offered to draft a letter that would include wording about the upcoming counts, and how as we examined individual locations as a City, it was also a good time to think about more systemic issues as

well. Mr. Giovanetti indicated he would send Ms. Leaphart some bullet points on signalization, and the committee discussed focusing the memo on pedestrian safety and signals. Ms. DeForth indicated she could distribute any draft language or links to Google documents as available.

- c. Review of bylaws/discussion of meeting frequency
  - Current bylaws
  - Board + Commission Handbook

Members present discussed the current BPAC bylaws, noting that they were in need of updates to conform with the current attendance policy in the Board and Commission Handbook. Ms. DeForth noted that the prior iteration of bylaws were adopted by BPAC after facing attendance issues similar to those faced currently, and had historically been developed independently by BPAC. There was further discussion regarding the reducing the minimum frequency of meetings to quarterly, with room for subcommittee meetings, or meetings as needed, to be held as necessary with proper notice.

Members present decided that the path forward was for Ms. DeForth to upload the current bylaws (with some of the edits suggested at the meeting) as a google document for members to review/make suggested edits, and that these updates could be voted on at a future meeting. All discussed that while updating the bylaws was important, drafting the memo to Council in a timing that coincided with pedestrian and bicyclist counts would be more pressing.

- d. City Planning Update  
*(staff)*

Ms. DeForth reviewed the planning update, noting the following:

- Additional funds were received from CTC to cover Calhoun road improvements; catch basin delivery is TBD.
- The Assembly Street Rail Consolidation Project is in the process of being added to the COATS MPO TIP – it was approved at committee last Thursday and will move on to a vote.
- Pedestrian + Bicyclist Counts are September 9-23<sup>rd</sup>, and volunteering for Saturday counts would be especially helpful.
- SCDOT has tentatively scheduled the road safety audits for Gervais (late August) and Millwood (October).
- The Mayor recently spoke about the heat island mapping study on NPR (<https://www.npr.org/2023/07/20/1188869637/mayor-in-south-carolina-discusses-efforts-to-help-people-cope-with-intense-heat>).
- A public information meeting for the Columbia East Traffic Improvement Plan is scheduled for Tuesday, August 29, from 5-7pm at Richland Library Southeast.
- Staff hopes to hear on the Safe Streets For All Planning Grant in early 2024; funding would help develop a vision zero plan for Columbia.
- Both the Blue Bike Operations RFI and the Downtown Strategic Master Plan RFP have been released.

### III. OTHER BUSINESS

### IV. PUBLIC COMMENT

## **V. ADJOURN**

There being no further business or public comment, Mr. Giovanetti made a motion to adjourn the meeting, which was seconded by Mr. Davis. The meeting was adjourned at 5:15pm.