

Parking & Transportation Advisory Committee Meeting

Monday May 14, 2018
3:00 pm, OM 435

MEETING NOTES

Present: Lea Aune, Heather Christianson, Greg Hough, April Markiewicz (Chair), Bob Putich, Brian Sullivan, and Kurt Willis.

Ex officio: Teresa Hart and Jillian Trinkaus

Guests: Jackson Johnson and Shelby Zimmerman, Student Business Office

1. Approval of April 3, 2018 and April 23, 2018 Meeting Notes

a. April 3, 2018 Meeting Notes were amended as follows:

- i. The last sentence in Item 5 Update on Zipcar Location on page 3 was deleted since the sentence referred to electric vehicle (EV) Charging Stations, not Zipcars.
- ii. Putich suggested changing the wording in the first sentence of Item 5 from “*Putich reported that the parking spaces for Zipcars were consolidated in lot 11G, ...*” to “*Putich reported that there were two parking spaces for Zipcars in lot 11G and one in 23V, ...*”
- iii. Putich suggested adding “*summer term*” to Item 3 Discuss After-Hours Parking in 10G, paragraph 3, second sentence to read “*after the transition to summer term zone parking has been...*”

b. April 23, 2018 Meeting Notes were amended as follows:

- i. Trinkaus stated the retirement party location and time for Carol Berry recorded in Item 6 Items from the Floor, part a has been changed. It will now be held in the Old Main Solarium and will start at 10:00 am on May 31st.
- ii. In Item 6, part b, the word “Assistant” should be added to Keith Williams title to read, “...*the new Assistant Director of Public Safety.*”

Sullivan **Moved** and Hough **Seconded the Motion** to approve the April 3rd and April 23rd Meeting Notes as amended. **Motion approved.**

2. Review and Discuss Maintenance Plan.

- a. The updated Parking Improvements & Maintenance Plan (Plan) highlighted in red those projects that have been completed. Sullivan reported that costs for those projects were 25% under what had been estimated in the 2015 Parking Financial Pro Forma. Current bids for new lot improvement projects on campus, however, are very close to estimated costs. He also noted that the University is receiving three to five bids for each project, which provides greater options for Western.

Putich stated that lots are currently on a 7-year maintenance and repair cycle, however some lots that are in poor condition and need to be fully replaced have been reassessed to see whether the repairs can be postponed for one or two years. For example, lot 14G is damaged extensively, however replacement of it has been postponed until June of 2019.

Hough stated that roads on and around campus are also being assessed for their condition and Facilities Management is in the process of creating a road improvement plan. Putich noted that the roadways to some of the poor condition lots like 4R are in bad shape. Hough stated that the plan will also take into consideration future housing plans, as well as parking lot maintenance schedules

Markiewicz asked whether Parking Services is responsible for the lot at the Lakewood facility or is it only responsible for the ADA parking spaces as indicated on the Plan. Putich stated it is responsible for the lot, but given its location in the Lake Whatcom watershed, it will probably never be paved. The ADA spaces, however have been paved and that is why they are listed.

Markiewicz also noted that a parking garage was listed at the bottom of the Plan and asked whether one was being planned. Sullivan responded that with the growth of the campus (buildings, new hires, and more students) the University is exploring options for a parking garage.

Willis noted that for 2018 there is a \$2.6 million outlay for lot improvements and maintenance, yet only \$853,000 is in the reserves. Is there additional money coming from other sources? Hart stated the funding is coming from an internal loan.

- b. Lincoln Creek Transportation Center (LCTC) - Putich distributed a couple of copies of the preliminary design proposal for the LCTC that Transpo prepared. Sullivan stated that Western is working with the Washington state Department of Transportation (DOT), the city of Bellingham (COB), and Whatcom Transportation Authority (WTA) to reconfigure and add improvements to the LCTC. Western is pursuing two grants, one by the WTA that would cover about 35% of the cost, and the other by DOT that would cover all costs.

The COB and WTA have been brought into the planning process because of safety concerns now that traffic volume on Lincoln Street has dramatically increased in the last few years due to the large apartment complex just south of Fred Meyer. At the LCTC there will be dedicated lanes for articulated WTA buses to be able to maneuver, as well as load and unload passengers. The drawing by Transpo is an ideal that Western would like, however engineers have been hired to do geotesting onsite and depending on what they find, the plans could change.

The plan also calls for a signal at Lincoln and Consolidation. There may also be a repurposing of the roadways for car and bus access/egress from the site. Currently

the design indicates there would be no loss in parking spaces. Stormwater runoff will be captured and treated in underground vaults that will be located beneath the LCTC.

Willis asked when the University is expected to learn the outcome of its grant proposals. Sullivan stated the WTA grant process is a long one and their preproposal was accepted so they are now in the process of finishing the full proposal which is due in June. They expect to hear the outcome of their full proposal in October. If they don't get the funding, they will proceed anyway and may do the entire project. Western is also currently working on an MOU with the COB for signalization for \$600,000 and one with WTA for a parking lid. The cost for the entire project is between \$6.5 and \$6.8 million.

3. Review and Discuss Financial Pro Forma

Hart directed the PTAC members to the Parking Operations Trend document first. She noted that revenues have increased since the implementation of the LPR system, the Park Mobile system, and with the increase in rates for parking violations. As part of the Parking Program Master Plan, 25% of operating funds are retained in the operating account and the rest is transferred to the Parking Lot Renewal and Replacement Reserve fund (RRR fund). Those funds are used for lot improvements and repairs, parking enforcement vehicles, and Pay-Stations.

Hart reported that for 2018, Parking Services is operating in the red because it is paying off old debts, loans, and interest on those loans. As a result, an internal loan has been obtained and combined with current revenues that will be used to slowly pay off those debts. Hart expects that Parking Services will have to borrow funds for several (if not 20) years until those expenses are paid.

Hart directed the PTAC members to the Parking Lot Renewal and Replacement Fund document. She noted that the RRR fund financials are laid out differently from the other financial reports. Revenues are the transferred funds from the operations account and miscellaneous adjustments follow for additional revenues and expenses. She pointed out that the funds accrue interest, based on the amount in the account at the end of each month. The net income/deficit for 2017, however, shows a deficit. Below the RRR fund expenses and revenues is a detailed list of repair and replacement expenses for each lot from 2015 through 2017, with some costs still needing to be reconciled.

Trinkaus asked about free parking and why it was allowed if Parking was operating at a deficit. Aune mentioned Admissions parking and Hart stated that the permits are subsidized by the University and Admissions pays the balance. It will eventually pay for all permits as part of the phased implementation approach we've adopted. Hart added that the prospective students still have to park in a C lot and enter the code they are sent, as well as their license plate number in the PayStation correctly.

4. Items from the Floor

- a. Christianson reported she had talked to the PSE Representative on the Parking Appeals Board (PAB) and was told the reason their person hadn't attended meetings

was due to scheduling conflicts when meetings were held. They had also not known about training to serve on the PAB. Recommendations included providing a better description of work duties on the PAB, improving communication with the members about training and expectations, and finding ways to streamline the appeal review process. Johnson confirmed that time commitments are communicated to the representatives, however, the dramatic spike in volume of appeals has created the issues.

- b. Parking Citation Appeals Board (PAB) Update
Putich stated that for now the Parking Appeals Board will continue to function as charged. Parking Services will focus on providing more training to PAB members to address some of the inconsistencies in appeals decisions by the PAB members.

- c. Trinkaus noted that the PTAC website has out-of-date documents on it. Markiewicz stated she had noticed that when responding to inquiries by Christianson that Meeting Notes were not on the website. Markiewicz stated the website had recently been updated and several documents were “lost” during the transition. She has made sure that all the Meeting Notes are now back on the website and will work with Sullivan and Mary Seaton to get the updated versions of the other documents uploaded to replace the out-of-date ones.

Meeting adjourned at 4:02 pm.

Meeting Notes approved May 29, 2018.