

Parking & Transportation Advisory Committee Meeting

Friday February 3, 2017

9:00 am, OM 435

MEETING NOTES

Present: Isaac Bartick, Kelsie Cagampang (for Lea Aune), Rod Koenig (for Greg Hough), April Markiewicz (Chair), Bob Putich, Brian Sullivan, and Kurt Willis.

Ex officio: Carol Berry, Paul Mueller, and Donnell Tanksley.

Guests: Jennifer Sloan, Risk and Compliance Services and Jillian Trinkaus, Sustainable Transportation.

1. Welcome and Introductions

Introductions were made and the committee welcomed new member Isaac Bartick, the AS Alternative Transportation Coordinator.

2. PTAC Charges for 2016-17

Markiewicz reviewed charges that the PTAC will be addressing in the remaining months of the academic year. Those included:

- 1) Reviewing proposed changes to [WAC 516-12 Parking and Traffic Regulations](#) by Western's Risk and Compliance Services (RCS) office. Jennifer Sloan, Assistant to the Internal Auditor in the RCS office was introduced and she discussed changes she has been making to the WAC with direction from SBO and Public Safety. The purpose is to update the WAC to reflect recent changes in how parking business and enforcement operations are now being conducted on campus:
 - a. The SBO's role in parking operations has been added, with Public Safety responsibilities focused on enforcement and handling visitor parking.
 - b. The language in the WAC is also being aligned with current practice.
 - c. Fees and fines have been removed from the WAC and will be addressed at the policy level
 - d. Outdated parking and permitting practices have been replaced with methodologies based on new technologies, e.g., parking meters vs pay stations, license plate readers vs hanging permits.

The latest draft is being reviewed by a subcommittee comprised of Sloan, Putich, Rasmussen, Sullivan, Mueller, and Markiewicz. Once they have completed their review, the draft will be sent to the rest of the PTAC members to review, discuss, and propose changes.

- 2) Reviewing the [2015 Parking Improvements & Maintenance Plan](#) to ensure planned maintenance is on schedule and propose changes if it is not.

- 3) Reviewing the updated Finance Plan Pro Forma to ensure that revenues and expenses are aligned with present and projected estimates. If not, then the PTAC is charged with making recommendations to realign those revenues and expenses to ensure that Parking Services' operations continue to be financially self-sustaining.

Lot maintenance and repair costs fluctuate based on labor costs and the cost of petroleum products. Cheaper rates equate to lower costs and better ability to have revenues adequately address expenses. Upcoming expenses include paving the remaining south campus lots this summer, paving the Lincoln Creek Transportation Center (LCTC) next summer, and implementing a 10% paving replacement in the fair to poor lots on campus.

Action Item: Sullivan will be providing an updated Finance Pro Forma at the next PTAC meeting.

3. Other Topics for Consideration

Markiewicz briefly discussed other topics that have been submitted to the PTAC for consideration by members of the campus community and by the Central Health and Safety Committee. Those topics included:

- 1) Parking Portal Permits for:
 - a) Guest Permits in alternative lots – the Parking Portal option allows for only a few lot choices: 12A, C, 22G, 24G, and 32G. SBO staff have to be contacted to manually change a lot assignment. Putich stated that departments can still use the link on the “Permits” webpage for guest parking exceptions using the online Exception Request Form if the guest meets one of the exception criteria.

Putich stated that currently the university does not have the technology to quantify occupancy in a given lot during the day. Annual assessments of lot utilization are conducted each fall at a cost of about \$20,000, with that information used to determine number of permits to sell in each lot each year. The current limitations on parking lot options for guests is to ensure that guests are not displacing permit holders from their lots located closer to the core of campus. The implementation of the Events Module in T2 will help address this to some extent. Putich also stated that operating parking through the SBO, as well as the implementation of the LPR system has been in place for about a year and there are still improvements to be made.

For example, Putich noted that the trucks used to monitor lots are too high and staff struggle to get the LPRs to read license plates. The trucks also have difficulty maneuvering turns in the parking lots.

- b) Class-related Parking: Loading/unloading vans for field trips, and
- c) Research-related Parking: Loading/unloading supplies/equipment
Several academic departments have expressed concern that loading and unloading activities can take several hours, especially for extended length class field trips and research trips. Current temporary permits are not sufficient.

Putich stated he has been working closely with faculty and departments to address their needs for a better permitting/parking process for class and research-related field trips. It does not make sense for department vans to take permitted space in core lots when the need for using them is intermittent. That is why department vans are assigned permanent parking space in 12A. The vans can be brought to campus when needed and, if it has an exempt license plate, it can park on the bricks or any other space that is not a permitted parking space for as long as needed to load and unload.

Departments that rent vans from rental companies can enter the license plate number on their account using the Parking Portal and then the van can be parked just like a van with an exempt license plate, i.e., anywhere except in a permitted parking space.

- 2) Safety concerns regarding the pedestrian safety accessing/departing vehicles in 20R. The entrance/exit to lot 20R is on the curve of the road between Highland Drive and West College Way. The entrance/exit is hidden by the curve of the road to vehicles traveling east down the roadway. Students use the driveway to/from 20R as a path and cross the roadway at the intersection. There are no accidents or injuries reported at that intersection, however it does pose a risk and potential liability to the university.

Mueller recommended closing off the driveway to 20R and working with the city of Bellingham to obtain an easement to install another driveway from Highland Drive to 20R. That would eliminate the risk of vehicle accidents, but not pedestrian safety. A subcommittee of Mueller, Tanksley, Bartick, and Markiewicz will work on that topic and bring their recommendations back to the PTAC for consideration.

- 3) LPR Tour – Tanksley stated that anyone on the PTAC interested in riding in one of the vehicles to see how the LPRs function can do so by letting him know. The tour is on an individual basis since the vehicles cannot accommodate taking groups of people out.

Meeting was adjourned at 10:00 am.

Meeting Minutes approved February 28, 2017.