

Parking & Transportation Advisory Committee Meeting

Tuesday January 13, 2015

2:00 pm, OM 435

MEETING NOTES

Present: Doug Adelstein, Rick Benner, Bernie Housen, Karen Izumoto, Stephanie Scott for Wendy Johnson, Chris Loar, Doug MacLean, Brian Sullivan, Kurt Willis, April Markiewicz, Darin Rasmussen, Julia Gassman, Carol Berry, Paul Mueller

1. Approval of December 2, 2014 Meeting Notes

Doug A. Moved and Kurt Seconded the Motion to approve the December 2, 2014 Meeting Notes. **Motion approved unanimously.**

2. Continue Discussion on Bike Path Recommendation

After some discussion, the consensus of the group was to wait until later this spring to formulate a recommendation. The committee members would prefer to make its recommendations in the context of an integrated bicycle plan for the entire campus. The Institutional Master Plan for Western addresses bike lanes and circulation on campus in general terms, but specific locations will need further research. For example, an ad hoc Bicycle Committee in ~2005 that reported to then Vice President for BFA, George Pierce considered locations of bike paths and bike shelters on campus. There may be archived information that could be accessed. Moreover, the AS Bicycle Club should be engaged in the process since it may have specific locations where it would like to see paths installed. Once the PTAC addresses its current charge it can begin to gather information, and with Rick Benner's guidance regarding capital project considerations, identify potential locations to recommend bike paths.

3. Discuss Email Regarding Fines

A request was emailed to Parking Services for the PTAC to consider revising the parking fine fee structure and have lower fines comparable to those of the city of Bellingham. Rasmussen stated that in setting Western's fines and fee rates, Parking Services compares Western's to comparable universities in the state and nationally. Normally, a university's rates are not based on rates charged by the municipality in which it is located. Some of the reasons are that the clientele are very different and have different parking needs to access local businesses, services, and city agencies in a highly urbanized landscape.

The letter writer implied that city rates were two to three times lower than Western's, however Housen stated that to his knowledge the city of Bellingham had just increased its fines significantly and they were now comparable to Western's. The consensus of the PTAC was to obtain more information from Parking Services regarding their rates and those of comparable universities. In the meantime, Markiewicz will contact the letter writer and

inform him that the PTAC had discussed his request and will need more information before we can respond to his request.

Housen raised the concern regarding holds on student's ability to register for classes when fines have not been paid. The students may be prevented from getting classes needed to graduate, especially in high demand classes that fill quickly. He suggested another mechanism to get students to pay their fines, e.g., a hold on their ability to graduate. Scott said several letters are sent to the student, each warning her/him of steps that will be taken if fines are not paid, including late fee penalties, holds on registration and the bill being sent to an off-campus collection agency. She added that approximately 100 students per quarter receive fines and that translates to 100 permit holders not being able to park in their designated lots. It also means lost revenue to Parking Services. Brian stated there might be state laws and/or regulations in place regarding the procedures that must be used to collect on overdue bills at universities. Those might dictate having to place holds on registrations. He said he would check into it and report back to the PTAC.

4. **Parking Maintenance Approach**

Rick Benner provided a brief overview of the approach that was developed over the summer to address the maintenance, repair, and eventual replacement of campus parking lots. The approach was developed based on past lot maintenance records and data collected by a hired consultant, Craig Parkinson, who is an engineer and managing principal of Cascade Engineering Group Inc. He assessed the condition of all the parking lots on campus last year and categorized them, based on number of cracks and exposed base level, as poor, fair, good, or excellent.

The maintenance, repair, and replacement of lots would be on a 42-year cycle. Lots will have cracks repaired, get a seal coat, and striped every 7 years. After three cycles (21 years) a 10% replacement of asphalt and the underlying base will take place followed by crack repair, seal coating, and striping. After three more maintenance cycles (at 42 years), 10% of the base will be replaced and 90% of the lot will be repaved, seal coated, and striped. Lot maintenance will be scheduled during the summer months to minimize impacts to employees, students, and visitors.

The first priority, as recommended by the 2013-14 PTAC, is to protect current lots in excellent and good condition. Excellent lots will be seal coated and striped if not done already. Good lots are considered at the 21 year life cycle and will get the 10% replacement of asphalt and the underlying base, then seal coated, and striped. Fair and Poor lots will receive maintenance to fully maximize their remaining life-span and thereby postpone their replacement for as long as possible.

Using this cycle, once the poor lots have been addressed, no lot will fall below the "good" condition. All lots will be evaluated on a 2-year cycle and the maintenance plan updated to reflect current conditions, as well as projected cost of repairs. Rick reported that currently lots are being reevaluated to verify conditions are unchanged from when they were first evaluated last year. If there are changes, then the maintenance plan and financial pro formas will be updated to reflect those changes. The gravel lots, i.e., the C lots and the Lincoln

Creek Transportation Center, are also on the list to get paved and be integrated into the maintenance plan.

Using this approach, funding needs can be identified upfront and then averaged over the 42-year cycle of the lot. Funding sources can then be identified early in the process, e.g., parking revenues, bonding, and integrated into the maintenance planning process. Some lots may be renovated when a campus building is renovated or a new one constructed.

5. Transportation Chapter in Sustainability Action Plan

Markiewicz directed the PTAC members to review the following since they have direct relevance to the PTAC's charge:

- Objective 1.5 (page 4) regarding parking fees

- Objective 2.2 (page 5) regarding campus way-finding

- Objective 5.1 Strategy 5.1.2 regarding working with the PTAC to finalize lot maintenance and address stormwater runoff issues

Meeting adjourned at 3:00 pm.

Approved unanimously January 29, 2015