

# Parking & Transportation Advisory Committee Meeting

Monday April 23, 2018  
2:30 pm, OM 435

## MEETING NOTES

**Present:** Lea Aune, Rick Benner, Heather Christianson, Chris Loar, April Markiewicz (Chair), Bob Putich, Darin Rasmussen, Brian Sullivan, and Kurt Willis.

**Ex officio:** Carol Berry, Teresa Hart, Paul Mueller, and Jillian Trinkaus

**Guests:** Keith Williams, UPD, Jackson Johnson and Shelby Zimmerman, Student Business Office

### 1. Approval of April 3, 2018 Meeting Notes

Approval tabled until the next PTAC meeting due to concerns about the lack of a quorum and corrections to be made. Christianson noted the last sentence on page 3, Item 5, Update on Zipcar Location referred to electric vehicle (EV) Charging Stations, not Zipcars. Putich offered to rewrite the last few sentences to accurately reflect his added statements about the EV Charging Stations. Since the topic of discussion, however was on Zipcars, the last sentence was deleted. Christianson also suggested changing the wording on page 3, Item 6a, last sentence from “*See map for the current configuration...*” to “*See map for the previous configuration...*” The correction to the sentence was made.

### 2. Parking Citation Appeals Process Proposed Revision

Putich proposed changing the process by which people appeal parking citations. The reasons he gave were:

1. The number of appeals has increased dramatically. The Parking Appeals Board (PAB) used to meet 2 hours per quarter to review and make decisions on appeals. They now need to meet 2 hours per month and even then do not finish processing all the appeals.
2. It has become very difficult to get PAB members to meet and review the appeals. There are supposed to be 7 members on the Board, however it currently has only 5 and of them it is rare to get even 3 to show up for a meeting.
3. Inconsistencies in decisions. Due to erratic attendance of PAB members to the meetings, different members are present and decisions made are not in alignment with decisions made by other PAB members at previous meetings.
4. Lack of training and knowledge about parking rules and regulations, including the University’s WAC 516-12 WAC (<https://app.leg.wa.gov/wac/default.aspx?cite=516-12>) on Parking and Traffic Violations by the PAB members result in them making decisions that may be in conflict with those rules. Jackson Johnson, the *ex officio* member from SBO who serves on the PAB, does his best to inform the PAB members as they make decisions.

Putich is therefore proposing to eliminate the PAB and have two executive level administrators (himself or designee and Darin Rasmussen or designee) decide on the appeals. Putich stated that the change would provide a higher administrative level of review and decisions would be based on whether the infraction met all the criteria in the WAC. Markiewicz voiced the concern that this approach would eliminate the peer review process that the PAB is supposed to provide and may appear to impart bias into the appeal process. SBO staff would not only be issuing the citations, but making decisions on the appeals as well.

Markiewicz asked the PTAC representatives contact their representatives on the PAB and find out what, if any, barriers exist that prevent the person from performing the duties of the PAB, and bring that information back to the PTAC. The objective is to see whether issues with the current PAB can be resolved and then, if not to find an acceptable alternative. Putich will arrange to have the list of PAB members sent to Markiewicz who will forward it to the rest of the PTAC members.

### **3. Continue Discussion on Zone Parking Implementation**

Putich reported that for restricted lots, permit holders will have lot specific permits rather than a permit for a zone. Lots 7G and 3R will become “blue” zone parking lots during the summer to accommodate people coming to campus to attend events. Lot 12A will be for faculty and staff parking only. Lot 11G will be restricted since there are only four spaces available in the lot. It makes more sense to allow visitors/guests/ADA parkers to park there.

He also reported there is no lot construction occurring this summer. Over the summer, once the zone parking is implemented, his staff will be seeking feedback from people parking in the zones after 30 days and after 60 days. This will help them identify any concerns or issues.

In mid-May, the online parking permit application portal will be opened for faculty and staff to renew their parking permits for 2018-19. It will close at the end of May and people will have their assignments before the quarter ends in mid-June. Those people relocating to a different lot or purchasing a new permit will be able to apply in August as before. Putich welcomes feedback from PTAC member’s constituents on the change in scheduling.

### **4. Review and Discuss Maintenance Plan - Tabled for the next PTAC meeting.**

- a. Preliminary design proposal for Lincoln Creek Transportation Center

### **5. Review and Discuss Financial Pro Forma – Tabled for the next PTAC meeting**

#### **a. Review of current parking rate increases to take effect in July**

Sullivan stated that in accordance with the Comprehensive Parking Master Plan, permit rates will increase by 3%. Commuter pack prices will increase part of the four-year phasing in process to bring the cost of them to 50% of the cost of a daily parking permit. G Carpool permits will be increased to cost the same as a G lot permit.

**6. Items from the Floor**

- a. Berry reported that Trinkaus will be sending out the Commute Trip Reduction Survey in a couple of weeks. The state requires a 70% response rate and Western has always been able to easily meet that target. That said, Berry reported she has never received responses above 80%. The results of the survey will be shared with the campus community. The Washington Department of Transportation receives all the survey responses and crunches the data. Berry also reported that this was her last PTAC meeting since she is retiring from Western on May 31<sup>st</sup>. A party will be held on June 1<sup>st</sup> starting at 10:00 am in the Old Main Solarium and all are welcome to attend.
- b. Rasmussen introduced Keith Williams, the new Assistant Director of Public Safety.

Meeting adjourned at 3:31 pm.

*Meeting Notes approved May 14, 2018.*