

Transportation Services Advisory Committee

TEXAS A&M UNIVERSITY

MINUTES OF MEETING

December 3, 2008

ATTENDEES: Dr. Angie Hill Price
Mike Caruso
Hunter Bollman
Leah Flores
Lallah Howard
Randa Brauc for Hunter Bollman
Beth McNeill
Rod Weis
Logan Nichols
Robert Pottberg
Cheryl Hanks
Ann Wallingford
David Bierling

ABSENT: Sheila Amos
Dr. Howard Kaplan
Dr. Dave Parrott
Dr. Mike Messina
Dr. Alan Love
Dr. Joe Newton
Rosie Schoenfeld

SPECIAL GUESTS:

Dick Williams, Assistant Vice President for Physical Plant
Mike Ragan, University Police Department

GUESTS: June Broughton
Doug Williams
Rose Berryhill
Peter Lange
Debbie Hoffmann

1.1 Welcome

- 1.1.1 Dr. Price called the meeting to order
- 1.1.2 Requested that committee members introduce themselves and state the area they are representing; new member from graduate student council, David Bierling
- 1.1.3 Dr. Price requested that the committee review the minutes from the October 23rd meeting.
 - 1.1.3.1 Asked the committee members for corrections
 - 1.1.3.2 None noted
 - 1.1.3.3 Robert Pottberg made a motion to approve the minutes
 - 1.1.3.4 Beth McNeill 2nd the motion; all voted in favor to accept the October 23rd, 2008 minutes

2.0 Business

2.1 Vehicles driving and parking on sidewalks and mall areas

2.1.1 Dick Williams stated that the Physical Plant personnel take a lot of wrap for parking on sidewalks; there are many vehicles other than Physical Plant parking and driving on the sidewalks.

2.1.1.1 When necessary, Physical Plant will park anywhere to respond to emergencies. Most people will understand.

2.1.1.2 Landscape uses smaller vehicles, such as Gators, but many other departments have gators or golf carts.

2.1.1.3 Physical Plant has a policy not to park on sidewalks that every employee knows

2.1.1.4 Dr. Price asked if the committee could get a copy of written the policy for not parking on sidewalks; she also asked if there was a driving policy for these areas

2.1.1.5 Mr. Williams indicated that there is a written policy about parking in bike lanes, but not sure if there is a written policy about parking on sidewalks or malls.

2.1.1.6 Leah Flores stated that they (AC & Refrigeration, Area 1) park in service spots and unload in loading areas; then park their vehicles in a parking space

2.1.1.7 Dr. Price asked Mr. Williams again if there was a written policy covering speed or driving in the mall areas

2.1.1.8 Mr. Williams stated there is not a posted speed limit in these areas

2.1.1.8.1 Dr. Price asked how the Physical Plant employees know the speed limit

2.1.1.8.1.1 Mike Ragan indicated that there is no posted speed limit for sidewalks of mall areas

2.1.1.8.1.2 Police see the problem being with outside vendors such as Fed Ex, DHL, etc.

2.1.1.8.1.3 Mike Caruso stated that at times, they park right next to the door instead of selecting the least obtrusive space to park

2.1.1.8.2 Mr. Williams said that Physical Plant personnel who are found parking in mall areas are recorded and the drivers are counseled. Some of these employees have received level notices from the Physical Plant supervisors

- 2.1.1.9 Dr. Price asked if she observed someone parking or not driving safely in these areas what should she do
 - 2.1.1.9.1 Mr. Williams explained that she should ask them to move or call the vehicle number to Physical Plant dispatch, him or Rod (Rod has a listing of whom the vehicles belong to). Observers should not always assume that the vehicle belongs to the Physical Plant
 - 2.1.1.9.2 People driving on sidewalks is a problem but we do not have any rules or outcomes for being unsafe in these areas
- 2.1.2 Mike Ragan indicated that moving violations go to the Justice of the Peace office. The JP office is unwilling to uphold citations unless the university installs signage indicating these rules.
 - 2.1.2.1 Until the university has the proper signage, they cannot do anything
 - 2.1.2.2 There were three specific signs they recommended for the area/s, he has the text in his office
 - 2.1.2.3 Peter Lange asked for someone to elaborate on the problem on West Campus and the solution, because it was a positive outcome
 - 2.1.2.4 Dick Williams reminded the committee that there is a signage committee that has to approve all signage
 - 2.1.2.5 Dr. Price inquired about the cost of the signage
- 2.1.3 Rod Weis stated that a Campus Wide Policy is needed
- 2.1.4 Dr. Price asked can't we have a policy about speeds on sidewalks and how close they may get pedestrians
 - 2.1.4.1 Leah Flores requested to also include how close pedestrian can get to these vehicles
 - 2.1.4.1.1 This is needed in areas that vehicles should not be driven
- 2.1.5 Dr. Price asked if there was anything we can do to keep delivery vehicles from driving on sidewalks or to put up barriers
 - 2.1.5.1 Doug Williams asked if it would be possible to request all deliveries be taken to central receiving
 - 2.1.5.2 Mike Caruso asked that some packages have a guaranteed delivery time, would those be met by central receiving
 - 2.1.5.3 Dick Williams stated that some of the areas have bollards, but they (outside vendors) choose go around them, they don't stop
 - 2.1.5.4 David Bierling asked is the problem with delivery vehicles all over campus or is it isolated. If it is "isolated-hotspots", could signs only be placed in those areas

- 2.1.5.5 Dick Williams stated that physical plant should focus on training for their staff, then consider requesting more service spaces, but know that service spaces take away revenue from Transportation Services
- 2.1.6 Dr. Price asked about parking at construction sites
 - 2.1.6.1 Doug Williams stated that generally there is some coordination prior to construction between Physical Plant and TS; the two offices agree on a section of property for lay down area, marked with an orange fence and are only allowed to park within that fence. Problems arise when subcontractors become involved or it gets out of control
 - 2.1.6.1.1 This close access is needed because of the tools or equipment being used from a vehicle
 - 2.1.6.1.2 The importance of only essential vehicles is indicated; often times they (subcontractors) push the limits
- 2.1.7 Dr. Price asked if a subcommittee should be formed to address the issue; TS cannot solve this issues by themselves
 - 2.1.7.1 Rod agreed that a subcommittee could come up with recommendations for TSAC
 - 2.1.7.2 Mike Caruso asked what if we had a couple of general guidelines and try to see how that goes
 - 2.1.7.2.1 Peter Lange felt that we should address this with outside vendors first; We need to talk to the contracts office to see what is allowed within the contract for service with the university
 - 2.1.7.2.2 Is it possible to designate pathways where driving on sidewalk is permitted for emergency service needs?
 - 2.1.7.2.3 Leah Flores asked, if we put posted speed limits on sidewalks, will it invite others who see the signs to assume it is a drive lane and also drive there?
 - 2.1.7.2.4 David asked what is most important, safety or damage to sidewalks and landscape
 - 2.1.7.2.4.1.1 Dick Williams stated that safety is very important; Risk Management has information on all accidents on this campus
 - 2.1.7.2.4.1.2 Rod Weis stated that accident rates are amazingly low

2.1.7.3 Who should committee members visit with:

- Physical Plant
- Environmental Health and Safety
- UPD
- TS
- Logistics
- Procurement Services
- Contract Administration
- Departments with gators and golf carts

2.1.7.4 Governance/rules for operating on sidewalks

- Impact of driving vehicles driving on campus
- Investigate the costs of signage
- Recommendation for direction to go
 - Registration process for gators and golf carts
 - Should gators and golf carts pay parking fees
 - How many gators and golf carts are on campus
 - Who do they belong to, what departments, how many do they own
 - Where are they located
 - Who drives them; are they trained
 - How to control unsafe practices/penalties associated with inappropriate driving on sidewalks from vehicles and golf carts/gators; could we penalize them; can they lose their privilege to operate them on campus

2.1.7.5 Sub Committee needs to Develop

- Regulation processes
- Granted Vehicles

2.1.7.6 Dr. Price requested a recommended members from

2.1.7.6.1 Rod Weis suggests members Athletics, Student Affairs, TS-Pete Willis, and others that have golf carts

2.1.7.6.2 Dr. Price asked for committee members to think about volunteering for this subcommittee; Let her know if you are interested or if you know of others from outside TSAC who would be appropriate to invite

2.1.7.6.3 Dick Williams suggested the superintendent for landscaping

2.1.8 Dr. Price asked Mike Caruso if Athletics had a policy for golf carts; Mike stated that they do and that all employees, even students, sign off on these just like the forms for computer access

3.0 Other Business

- 3.1 Leah Flores stated that Jane Schneider asked why a reserved numbered space in a surface lot was the same price as a RNS in a garage
 - 3.1.1 All RNS take the same level of service
- 3.2 Peter Lange reminded the committee about the Parking Forums on;
 - 3.2.1 December 9th, January 14th and February 5th
 - 3.2.2 Encouraged for them to attend and let others know about the parking forums
- 3.3 Peter Lange wished good luck to the students on their finals and good holidays to faculty, staff and students

4.0 Meeting adjourned

Other Topic(s):

Tasks to be completed;

- 1. Para Transit Rules
 - a. Guest Anne Reber
- 2. Recommendations from Committee Members on Construction Permit Parking Fees
- 3. Parking for University Vehicles
- 4. Standard Policy for visitor/client parking spaces
 - a. Some departments pay for spaces, other do not
 - b. If all pay, what should be the rate
- 5. Visitor Validation Process

Future Discussion Items:

- 1. Service Spaces

Next Transportation Services Advisory Committee meeting: January 22, 2009 at 11:30 am in Koldus, Room 110-111