

# Transportation Services Advisory Committee

## MINUTES OF MEETING

August 23, 2010

### Attendees:

Mr. Joe Dillard  
Ms. Lallah Howard  
Dr. Beverly Kuhn  
Mr. Peter Lange  
Dr. Joe Newton  
Dr. Angie Price Hill  
Mr. Robert Pottberg  
Ms. Flora Reeves  
Ms. Mary Tess Eggebrecht for Chris Russo  
Ms. Jennifer Slovacek  
Mr. Oliver Thoma  
Mr. Jeff Toole  
Mr. Rod Weis  
Ms. Casi Wilbanks  
Mr. Jeff Wilson  
Mr. C. J. Woods

### Absent:

Dr. R. J. Golsan  
Mr. Chris Russo

### Guests:

Ms. Debbie Hoffmann  
Mr. Doug Williams  
Mr. Kenny Kimball  
Ms. Lana Wolken  
Mr. Pete Willis  
Ms. Rose Berryhill  
Ms. June Broughton

## 1.0 Business

- 1.1 Peter Lange called the meeting to order; requested for members to review the minutes from May 20, 2010
- 1.2 Mr. Lange welcomed and thanked the members of the Transportation Services Advisory Committee:
  - 1.2.1 The committee's mission is to "provide input and advice concerning policy and procedure to the Director of Transportation Services and to assist in the development of a plan that will ensure parking and transportation issues are addressed creatively, timely, fairly and transparently, and are regularly communicated to the campus community."

- 1.2.2 The members introduced themselves stating their name, site of employment and who they represented on the committee
- 1.2.3 Placed the selection of a reoccurring meeting date and Co-Chair until the next month. Still waiting on a member and alternate from the Graduate Student Council, Faculty Senate members: 2 from General Faculty and one Faculty Senate Representative, and an alternate for the designee of the Speaker of the Student Senate
- 1.2.4 Mr. Lange asked the members present for correction to the minutes; none noted
  - 1.2.4.1 Dr. Newton made a motion to approve the May 20<sup>th</sup> minutes
  - 1.2.4.2 Robert Pottberg seconded the motion; all voted in favor, minutes approved

## **2.0 Review and Update Current Tow Policy**

**2.1** Debbie Hoffmann, Manager of Customer Service Center and Pete Willis, Manager of Parking Services gave a presentation on the current tow policy and update needed to the policy.

- 2.1.1 Presentation and tow policy can be found at: [2010 Towing Policy](http://transport.tamu.edu/TSAC/files/presentations/2010towpolicy.ppt) and <http://transport.tamu.edu/TSAC/files/presentations/2010towpolicy.ppt>
- 2.1.2 Dr. Hill asked how many citations are issued at comparable universities
- 2.1.3 Dr. Kuhn stated that it needs to be a reasonable amount of time to pay a citation
- 2.1.4 Jeff Wilson stated from a student perspective a student could park and would not know for 5 days that they have a ticket; Debbie reminded for the committee to remember we are issuing the email notices or mailing citation notices at 5 and 10 days
- 2.1.5 Jeff Toole asked if it was policy if they get a ticket and it is not move that another ticket cannot be issued until the next day
  - 2.1.5.1 Pete Willis stated that it is possible for violators to receive more than one ticket for the same infraction; we ask the officers not to ticket for the same vehicle over and over. Departments calls us with special issues all of the time; we work with these situations when we are informed
- 2.1.6 Dr. Hill stated that the wording causes her concerns, she suggested changes in wording on the 14 days; the 14 days before it escalates makes customers think that they have 14 days to pay the ticket or it's not due until then
- 2.1.7 Peter Lange asked the group for a recommendation for the amount of time to give a customer
  - 2.1.7.1 Jeff Toole felt 5 days to get it paid; but it should not be towed if you are still eligible for a discount

- 2.1.8 Dr. Hill felt that the 14 days is confusing; have one or the other, it is confusing because of the inconsistencies
- 2.1.9 Peter Lange stated that this brings up another discussion because fine structure has not been raised in several years; our fine structure is normal range compared to our peers. Some of our peers are using collection agencies to assist with collection; the collection agencies bump up the fines to make enough to cover their costs and still cover the original fine due
- 2.1.10 Dr. Hill asked if most of the violators that are relocated the same lot; yes we repeat relocates
- 2.1.11 Jeff Wilson inquired about how many violate with business permits
- 2.1.12 Peter stated that the dialogue today was awesome it is exactly what is needed to make a decision – we are not moving forward yet; today was just for discussion purposes and to see what needs to be thought out so that is clear for them and for the customers

### **3.0 Updates**

- 3.1 Construction in lot 61 is to be completed today
- 3.2 Car Sharing program – RFP completed on the 16<sup>th</sup> of August and Peter planned to pick up the bids packets today. We hope to have some car sharing vehicles on campus this fall
- 3.3 The TAMU Utilities Update Project – the Trigon area is opened today; one week ahead of schedule. This project will continue into the fall but in others areas: Jones Street, Ross Street and communication will follow once the schedules are published. The project is scheduled to be out of Lot 74 by Friday, but looks questionable.
  - 3.3.1 Robert Pottberg shared concerns about student pedestrian access in the lot
- 3.4 Bike racks were added in the WCG this summer. A total of around 400 bikes can park in the lower level of the WCG
  - 3.4.1 Bike registration is scheduled to be opened and ready – tentatively around the 10<sup>th</sup> of October. The marketing and communication tool will be it as a theft-deterrent for bikes
  - 3.4.2 We have also installed a bike rack at the west end of the ILSB
- 3.5 Transit software purchase order was approved by purchasing 90 days after Transportation Services approved the bid. We are now moving forward with the Transit software project. This software will add GPS to the buses and customers will have the ability to view the status of their bus on the web.
- 3.6 The grade separation by the Bell Tower was schedule to begin in February, 2011 and now they are looking at or discussing that it might begin early May, 2011.

**Meeting Adjourned**