

**EL CAMINO COLLEGE  
PARKING AND TRAFFIC ADVISORY COUNCIL  
Minutes  
March 25, 2026**

Matthew Vander Horck  
 Stephanie Bennett  
 Amy Hanoa  
 Tom Hazell  
 Jonelle Jones-Morrison

Mitchell Kekauoha  
 Gary Robertson  
 Jwan Wageman  
 Kian Woudwijk (ASO)

The meeting started at 1:00 pm.

The minutes from February 3, 2026 were approved.

**EV Charging Stations**

During the Campus Safety and Security meeting there was a request to repair the EV Charging Stations in Lot C. The police department looked into the history and found we used to have a contract with ChargePoint. ChargePoint submitted a new 5-year \$30,000 contract to the college; however, at the Admin Services meeting, Facilities said they were going to do an RFP to get a better company. We are looking for newer and faster charging stations and a company with a revenue sharing portion. We did not receive revenue from ChargePoint and just got a portion that offset the electric utility bill for the stations.

**Parking Lot Signage**

Chief mentioned that at the Council of Deans meeting, there were complaints of a lack of faculty signage in lot A. At the Administrative Services meeting, Facilities mentioned that they will purchase and install additional signage. The committee was asked if there were any other areas where signage was needed and none were brought up.

**Wider Stalls in Lot K**

At the last meeting, Tom had asked if the stalls by the police department (lot K) could be widened because the vans do not have enough space to load/unload. He said that recently, Athletics has been parking the vans on the first floor of Lot H. Lot H is closer and it is also easier to get in and out. Mitch mentioned that the stalls in Lot H were specifically designed for the vans, as they are wider. There are not many cameras in the structure and the cameras are mostly by the exits and entrances.

The vans were in Lot K because their catalytic converters were being stolen sometime around COVID.

Chief said they will continue to do patrol checks in the structure and if there are any issues, to contact the police department.

### **Maintenance for Parking Lots**

Chief passed the maintenance of the parking lots to Facilities and they have made a request for funding for the infrastructure of the parking lots. Traditionally money from parking permits and citations supplemented parking enforcement and parking infrastructure. That money has been going to the general fund. The request was made to put revenues back to the maintenance of parking lots and parking enforcement, since we are now back to citing and selling permits.

### **Non-Operable Parking Machines**

Mitch mentioned that there are currently only six operable pay stations. We have a maintenance contract for those six machines. The other pay stations will be removed. Lot C has the newer machines and those will be relocated to six locations around campus. The old machines were covered as they are not part of the maintenance contract anymore. For right now, trash bags were placed on the machines; however, Mitch was thinking of placing a bigger sign of the QR code to cover up the front of the machines that are not being used.

Chief asked Mitch to contact Facilities. For the next meeting, will need to find out a possible timeline for them to have the machines covered or to put up signage to make it obvious that they aren't operable. There should also be a sign to direct them to the ones that are operable.

### **Roundtable**

**Amy** – In the Lot C & D exit, the cones on the street that used to block vehicles from turning left onto Manhattan Beach Blvd. aren't there anymore. It is causing back-up in the area. People are waiting to get out and can't, because the people trying to turn left are holding up the line. There was a sign for no left turn, however it had fallen down. There is a work order to put it back up. Mitch will look into why the cones aren't there anymore and see if they can be put back.

**Jonelle** – For guests coming onto campus, it is inconvenient for them to go to the station for a permit and then head back to the parking lot for just a brief visit onto campus.

In response, Mitch explained that with the virtual system, we are trying to move away from paper. One option is to notify him ahead of time so that he can send a link for a day permit. The person will have to create an account on Honk to get that link. Another easier option would be to have the visitor come to the station for a QR code. The QR code cannot be sent out, the person must come to the station to get it for their free one-day permit.

Parking Services is open until 4:30 p.m. If a person is coming after hours, dispatch will be able to help.

**Tom** – He asked if the Admins can help put visitor's info on Honk. Mitch replied that they couldn't and should come to the station for a QR code for a guest permit.

He also asked if recurring visitors are able to create an account on Honk. Mitch can look into it, but he is hesitant to give someone a long-term permit if they aren't coming regularly.

Tom asked if the Athletic Director can send a list of officials and their emails so they can register on Honk. Yes, they can send him a list.

Will visitors be cited if they have a paper permit since the new system is based on a vehicle's license plate? Mitch replied that the cadets are trained to check for paper; however, it is a learning process.

The meeting ended at 1:26 pm.