

**Morgantown Parking Authority
Minutes of Regular Monthly Meeting
8:30 A.M. Wednesday, January 10, 2019
Public Safety Building Conference Room**

Present: Chairman Charlie McEwuen, Vice Chair Jeanne Hagan, Shane Mardis, Rachel Fetty, and Director Dana McKenzie

Not Present: Amy Dale

Others Present:

Call to Order: Chairman Charlie McEwuen called the Meeting to order at 8:35 A.M.

Approval of the Minutes: Minutes of December 12, 2018, was unanimously approved.

OLD BUSINESS

Lot D Repair – Director McKenzie Stated that the area of the garage prepared for testing was scheduled on January 7 for testing, but due to illness, the engineer had to postpone to a later date. Director McKenzie reiterated that this test is to determine whether the deck coating will need replacing entirely or just patched.

Lot L Retaining Wall -Director McKenzie said two quotes are supposed to be in by Friday, January 11 for the wall repair. One company believes that work can take place in two different ways. One is to place a Deadman wall under the existing parking lot and tie the retaining wall to the Deadman wall with rebar for stabilization. The other option is possibly wrapping the retaining wall with carbon fiber.

Shane Mardis asked what kind of impact the carbon fiber would have on the environment and what kind of harm could it have for the future. Director McKenzie replied that he would inquire about the carbon footprint that this could leave behind.

Lot F Lease – Director McKenzie will be meeting with City Attorney Ryan Simonton this afternoon to discuss some liability concerns that he has with the Parking Authority repairing the retaining wall behind the Spruce Street Church as was talked about in the last board meeting.

Director McKenzie is meeting with the Spruce Street Church Board of Trustees in February to inform them of all the repairs that need to take place and to try and renegotiate the lot lease.

Shane Mardis asked if the lot repair costs would be divided 50/50 with the Church and the Parking Authority. Director McKenzie replied that this is generally the way we approach these leases.

Lot E Ownership Update – Director McKenzie informed the board that as of December 21, 2018, that the Bossio property on High Street has changed ownership. The parent company name is Suncap, and the property is set up as High Street Morgantown, LLC.

NEW BUSINESS

CAPP Recertification – Director McKenzie completed his three-year continuing education credits with the International Parking and Mobility Institute. With the completion of these credits, Director McKenzie is CAPP certified for an additional three-year period.

IPMI Conference – Director McKenzie requested to attend the IPMI Conference on June 9-12 in Anaheim, Ca. The board all agreed to send Director McKenzie and Jeff Vance to the conference. There was no vote taken since the conference is budgeted for this year.

MRTC Request for Wharf Parking -Ella Belling, Director of Mon River Trails Conservancy, has requested to use the lower level of the Wharf Street garage for the 19th annual Trail Mix Celebration on June 1, 2019. The garage will be used for finish line events. Ella is also requesting the use of the same space for the Spring Handmade Market on Saturday, April 1 from 10-3 p.m. for vendors to display their art.

The board agreed to allow both events.

Keep Clean Car Wash – Edward Ramsey contacted Director McKenzie about the possibility of setting up a car wash business in each of the three parking garages with valet parking.

Chairman McEwuen asked if this would require the Parking Authority to lose spaces. Director McKenzie replied that Mr. Ramsey is requesting four spaces in each garage.

Rachel Fetty voiced her concern about congestion in the entrance and exits of the parking garage.

Chairman McEwuen was also concerned about the number of staff and liability that it would take to operate the car wash.

Shane Mardis did not believe that it would be a good idea to have Keep Clean employees standing at the gates to offer valet parking.

Since the Spruce Street and Chestnut Street garages are not set up with oil-water separators, Rachel Fetty suggested that Mr. Ramsey use the Wharf garage as a pilot program for the business.

All member present unanimously voted not to allow the use of the Spruce Street or the Chestnut Street garage for the car wash but to allow the use of the Wharf garage for a pilot program.

Director McKenzie stated that he would contact MUB to verify if the drains are suitable to accept the detergent used for washing cars.

Hand Crafted Co-Op – Megan Erisic is requesting the use of additional parking spaces in Lot-F for vendors on Saturday, April 27, Saturday, June 22, Saturday, September 1 and Sunday, November 16. The spaces that are currently being used under the pavilion and on Fayette Street are at capacity.

Director McKenzie will contact Megan concerning the times of the event to be sure that it does not conflict with the Farmer's Market.

September 2018 Budget Performance Report – Director McKenzie reminded the board that if a bank deposit slip came in after the last day of the month, then the monies would be entered in the month that it was received and not journal entered to the previous month.

Shane Mardis asked what the reason was this time for the Budget Performance Reports being so far behind. Director McKenzie replied that there were some issues within our department between employees being out on medical leave, others being out sick and overall being short staffed over the last couple of months that have contributed to the delay in the reporting. Director McKenzie is confident that we will at least the reports through October by the end of the week.

In reviewing the report, Director McKenzie stated that the new software system does not break down the impound fee due to multiple tickets being able to be issued on the same ticket. Director McKenzie and his team will work with the developer to try and resolve this for better reporting.

Shane Mardis asked Director McKenzie if we had the difference between credit card usage versus the number of coins collected. Director McKenzie replied that he did not have that number but would investigate it to get the information.

Chairman McEwuen inquired as to why the reporting is constantly behind since the basic accounting of coin and credit card deposits have never really changed from the Parking Authority perspective. Director McKenzie did say that since the migration from TSYs to Heartland that finance was having some issues deciphering the new credit card reports.

Chairman McEwuen noted that we pay the finance department \$20,000 a year to do the accounting for the Parking Authority and that it would probably cost at least double that if we were to seek out an independent accountant.

Rachael Fetty said that one of the reasons that she feels that the reporting is behind is because the finance department is understaffed.

Chairman McEwuen asked if we would have the capacity to handle this in-house. Director McKenzie replied that he did not feel that it could be handled internally due to the complexity of the different revenue streams that are used by the Parking Authority.

The board agreed for Director McKenzie to meet with Finance Director Jim Goff to get his opinion on the Parking Authority seeking out an independent accountant to try and relieve some

of the burdens on the Finance Department being that the Parking Authority finances consume so much time.

Budget – Director McKenzie was approached by Finance Director Goff to see if the Parking Authority would be interested in following the City in preparing a projected two-year budget. Next years budget would be presented and approved as usual and the second year budget would be a projection of what we are planning for the future.

Social Media - Chairman McEwuen voiced his opinion on how we as the Parking Authority can address pressing social media issues. Director McKenzie has stated in the past that Communications Manager Andrew Stacy does respond to the social media comments, but Chairman McEwuen still has concerns about posts being addressed promptly, or not addressed at all. Director McKenzie will be meeting with Beth Tarley from GMCVB and Barbara Watson from MSM on 2/4/19 to discuss how we can better communicate to the public as the Parking Authority.

ADJOURNMENT

The meeting was adjourned at 9:45 a.m.



Parking Authority Chairman



Parking Authority Director