

**Morgantown Parking Authority  
Minutes of Regular Monthly Meeting  
8:30 A.M. Wednesday, February 13, 2019  
Public Safety Building Conference Room**

**Present:** Chairman Charlie McEwuen, Shane Mardis, and Director Dana McKenzie

**Not Present:** Vice Chair Jeanne Hagan, Amy Dale, Rachel Fetty

**Others Present:** Susan Riddle - GMCVB, and Blaithe Tarley - GMCVB

**Call to Order:** Chairman Charlie McEwuen called the Meeting to order at 8:38 A.M.

**Approval of the Minutes:** Minutes of January 9, 2019, was unanimously approved.

**OLD BUSINESS**

**Lot D Repair** – Director McKenzie met with David Simpson from Allegheny Design to perform the “pull test” on the deck coating of the parking garage. The test was successful, but after further review of the entire coating, Mr. Simpson advised that in his professional opinion that the Authority would be better off to replace the entire coating instead of patching it. The concern with patching is that there are a significant number of places that need to be addressed and if patched it would not be long before we would have to repair other sections of the coating. The estimated cost for replacing the entire deck coating is \$11 per square foot. Mr. Simpson advised Director McKenzie that the bid packet would include both the cost for repairs (patching) and full replacement. The estimated project date will be May, June, and July 2019.

**Lot L Retaining Wall** – Director McKenzie stated that there were two estimates given for the retaining wall repair. Coastal Drilling is currently repairing a wall for the City on Jacob Street; Director McKenzie asked them to give an estimate in hopes of only doing a change order if the amount came in under \$25,000. The figures Coastal came back with was \$105,560. There was a second company working in the area, Basement Systems of WV, who submitted a price of \$56,710. Director McKenzie said that due to the two estimates being above \$25,000 that this project would need to go out to bid.

Director McKenzie contacted Cheat Road Engineering, Allegheny Design, and Potesta who will be submitting RFQ's by March 15 for this project. Once the RFQ's are received and reviewed, then the decision will be made as to which engineering/architectural firm that will be used to create the bid packet.

Shane Mardis asked Director McKenzie if he had inquired as to why there was such a discrepancy in the two prices that were received. Director McKenzie replied that he had not due to both proposals being above the \$25,000.

**Lot F Lease** – Director McKenzie will meet with the Board of Trustees on March 8 at 7 p.m. to discuss the parking lot lease agreement. There is a retaining wall on the back side of the church lot that will need replacing before repaving the lot. The biggest concern is that the south side of the retaining wall is on Jim Craig's property. Director McKenzie spoke to Mr. Craig about the wall, and he also agreed to have it repaired.

After meeting with City Attorney Ryan Simonton and discussing some of the concerns that he had with the City repairing the wall he too agreed that the City could perform this work.

Director McKenzie will report back to the MPA Board the outcome of the meeting with Spruce Street UMC Board of Trustees.

**Keep Clean Car Wash** – Director McKenzie spoke with MUB concerning the detergents that would be used to wash cars in the garage. MUB informed Director McKenzie that for Mr. Ramsey to use the garage facilities to wash cars there would need to be a sanitary drain system installed which would cost several thousands of dollars. Director McKenzie notified Mr. Ramsey that none of the MPA garages currently have sanitary drains so the Authority would not be able to accommodate him at this time.

**HandCrafted Co-Op** – Director McKenzie spoke with Megan Ursic to get a better understanding of the needs that she had for the Handcrafted Cooperative. Ms. Ursic stated that most of the events were in the evening hours after the Farmers Market but that she does work with the Farmers Market at times to have the events run simultaneously.

Shane Mardis asked if the events interfered with Sunday church services. Director McKenzie replied that they do not as Ms. Ursic coordinates with the church as well.

Ms. Ursic informed Director McKenzie that the HandCrafted Cooperative is continuing to grow, and they would like to use spaces in the back of the church lot for vendors. Director McKenzie informed Ms. Ursic that he would be able to give her an answer once he met with the Trustees from the church to find out if they were still interested in continuing with the lease agreement.

**MSM/GMCVB** – Director McKenzie met with Blaithe Tarley from the GMVBC and Barbara Watkins from MSM to discuss possible ways the Parking Authority could reach out to the general public to change the image of the Authority, help with the understanding of how the Parking Authority operates and why the Authority has the programs in place that they do.

Blaithe stated that there would be a Parking Authority introductory article in the Dominion Post on February 22, 2019, to begin the campaign. Blaithe also mentioned that within the discussion between herself, Director McKenzie and Barb Watkins topics such as ParkMobile, new business permits, etc. would be in the future Dominion Post articles. Susan Riddle stated these topics would be worked into the MSM social media platforms as well.

Susan Riddle noted that the articles would be written monthly and coordinated with their social media. All parking articles will be approved by Director McKenzie before printing.

Susan also commented that this path could hopefully be a starting point for the Parking Authority that the City Communications Manager could eventually pick up and carry on with for the Authority.

One of the main reasons that MSM has chosen to work with the Authority on this is due to the correlation between parking and MSM.

## **NEW BUSINESS**

**Budget Performance Report** – Director McKenzie commented that the Budget Performance Reports were finally up to date.

In reviewing the February report, Shane Mardis asked if our fine collections were that far ahead of last year. Director McKenzie replied that although the numbers were higher, it was not due to increased tickets but rather collections from past due tickets. Director McKenzie said that the normal procedure is to send out open ticket notices weekly but due to the change to the new enforcement/auditing software we were about three months behind sending out notices.

Director McKenzie noted that the boot fee was not separated from the fine collections as it has been in years past but that the developers of the new software were working to resolve this.

Shane Mardis asked if the bank charge increase was due to credit card fees. Director McKenzie said that Kelly Dull, MPA Operations Manager did an analysis of the credit card usage for October 2017 compared to the usage in October 2018 after the introduction of the ParkMobile app. In October 2017 the credit card usage was about 34%, and in October 2018 the credit card usage went to 64%. Director McKenzie added that although the credit card transaction fees are lower since we switched to Heartland that our usage is up substantially causing an increase in the bank fees.

Director McKenzie said that one of the benefits of the increased credit card usage for the Authority was that number of days that are spent collecting the meters. What used to take

three days a week is now only taking two days a week which frees up extra days to accomplish more maintenance tasks.

Susan Riddle asked if the ticket count has dropped since the introduction of the ParkMobile app. Director McKenzie said that this was his hope in introducing the app, but at this time there is not a significant decrease in tickets.

Director McKenzie will be discussing with Andrew Stacy, City Communication Manager, the possibility of promoting the app for the Met Theatre shows to prevent those attending hopefully from receiving a parking ticket.

Director McKenzie noted that the year to date expenditures was down over \$34,000 for the previous year. Director McKenzie said he attributes this to a great staff that is very frugal when it comes to spending and takes pride in maintaining what we have.

**EXECUTIVE SESSION:** The Board went into Executive Session at 9:10 a.m. to discuss the Finance Department and Budget Performance Reporting.

#### **ADJOURNMENT**

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

  
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Parking Authority Chairman

  
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Parking Authority Director