

**Morgantown Parking Authority
Minutes of Regular Monthly Meeting
8:30 am Wednesday, January 12, 2022**

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

Not Present: Vice-Chair Jeanne Hagan, Amy Dale, Brian Butcher

Call to Order: Chairman Charlie McEwuen called the meeting to order at 8:35 am

Approval of the Minutes: Minutes of the December 8, 2021, meeting were unanimously approved.

UNFINISHED BUSINESS

Capital Improvement Updates- Director McKenzie stated the University Avenue garage repairs are going well. We expect another 1-2 weeks before elevator repairs are complete, barring any complications. Director McKenzie noted that Nathan Contracting is waiting on the stairwell handrails to arrive. Once the handrails are installed, Nathan Contracting will be done until spring. Director McKenzie also stated that the project would be complete once the patches were finished in the spring.

Director McKenzie stated that he is pleased with Nathan Contracting's work and how well they have interacted with the public.

Website- Director McKenzie stated that there had been some delays in December on the website development from the IT side. Director McKenzie said IT Mindshare's proposed rates were virtually identical to Citynet's, except IT Mindshare could not provide internet service or a discounted hourly rate.

Hotel Morgan Agreement- Director McKenzie spoke with Walker Thrash from Thrash Group, the owner of the Hotel Morgan, concerning a rate modification for hotel parking. Director McKenzie stated they are charged .75 per hour for a 12-hour period, which equals a rate of \$9 a day per car. Walker Thrash asked Director McKenzie if the Parking Authority would be willing to do a temporary flat rate of \$3,500 per month for three months. The Parking Authority maintenance department would continue to count daily hotel parkers to compare financial differences at the end of those three months.

Shane Mardis asked what the current hotel average fee was? Director McKenzie replied it is hard to give an average because our data only goes back six months, but roughly \$4,200-\$4,400 a month in those six months. Chairman Charlie commented that \$3,500 on an hourly basis might be possible? Director McKenzie responded, yes, it could be possible. We will look at our numbers at the end of the month. Shane Mardis suggested doing another trial in August, September, and October during WVU football games when the hotel is more active.

NEW BUSINESS

New Employee- Director McKenzie said a new nighttime enforcement employee started Monday, January 10. His name is Walker Jeffreys, and he is 22 years old from Logan County, West Virginia.

New Vehicles- Director McKenzie stated the board had previously discussed buying two new vehicles, one for maintenance and one for enforcement. In addition, Director McKenzie has spoken with the city garage about leasing vehicles. The city leases vehicles through Enterprise. The lease terms are for 60 months, with the option to trade or purchase the vehicle for \$1 after 60 months. Director McKenzie stated that the city had leased a 2020 GMC one-ton truck for \$55,440 and a 2021 Ford dual-wheel truck for \$73,000. Both trucks came with a plow, a salt spreader, and a stainless dump bed. Director McKenzie said the lease program sounds reasonable. If the program is something that the Parking Authority is interested in, the decision needs to be made soon because it takes close to a year once ordered.

Director McKenzie stated that he needs to do a budget revision for fuel and the Ventrax broom for the snow removal, but it looks like we will have to do that next month until there is a quorum.

Budget Performance Reports- Director McKenzie stated that revenues are doing well, considering COVID numbers have increased. Director McKenzie said we couldn't compare apples to apples to last year's budget because of COVID. The previous year to date total was \$69,000. This year was \$161,000, almost a \$100,000 increase. Director McKenzie replied that current revenues are where they should be. Although our expenditures are still down, we are getting to a point where he feels comfortable purchasing some needed items.


Director McKenzie said the Parking Authority had roughly \$800,000 in operating cash and \$625,000 in investments at the end of December. Director McKenzie stated we are on the right track as long as we stay the course.

Shane Mardis asked questions on the 2021 budget report concerning line number 571-245.00. Director McKenzie stated that Finance Director Kevin Tennant and Lori Livengood are working to create a separate line for the Parking Revenue Bonds. Director McKenzie also said that the Parking Authority had previously voted to move these funds, although the Finance Department has not created the new line yet.

ADJOURNMENT

The meeting adjourned at 9:05 am


Parking Authority Chairman


Parking Authority Director