

**Morgantown Parking Authority
Minutes of Regular Monthly Meeting
8:30 a.m. Wednesday, April 8, 2020
Conference Call Due to COVID-19.**

Present: Chairman Charlie McEwuen, Vice-Chair Jeanne Hagan, Amy Dale, Shane Mardis, and Director Dana McKenzie

Not Present: Zackery Cruze

Call to Order: Chairman Charlie McEwuen called the meeting to order at 8:35 a.m.

Approval of the Minutes: Minutes of April 8, 2020, were unanimously approved.

OLD BUSINESS

UNFINISHED BUSINESS

Single-Space Parking Order Meter Update- Director McKenzie stated that the new meter domes were due in this week. Once the domes arrive, the maintenance department will begin replacing them. Director McKenzie noted that the new meter mechanisms are not expected to arrive for another three weeks.

Armory Lot Wall Replacement – Director McKenzie stated that the bids are due today, April 8, by 2:30 p.m. Due to the work schedule of the finance department, the requests will not be open until Thursday, April 9.

University Avenue Garage Assessment – Director McKenzie said that GAI should have the bid packet completed within the next couple of weeks. Director McKenzie also commented that phase one of the project would not go out to bid as previously discussed due to the COVID-19. This project will be reviewed over the next couple of months by the Parking Authority to determine the date that it will go out to bid.

NEW BUSINESS

Downtown Parking and Garage Permits – Director McKenzie asked the board for direction on refund requests from students who have parking permits in the garages. Director McKenzie said that although the signed agreements with permit holders state no refunds, he feels that we should possibly consider a partial refund.

Vice-Chair Jeanne Hagan asked if there could be a credit given for next semester instead of a refund. Director McKenzie said that it would be fine if we could figure out which ones would not be graduating.

Shane Mardis suggested that since the permits were sold by the semester that we consider doing a pro-rated refund.

Chairman Charlie McEwuen suggested that pro-rated refunds be given based upon requests from students since we have no way to determine how many students are still here using the facilities.

Vice-Chair Jeanne Hagan suggested asking the students if they are planning to come back in the fall and, if so, offer them credit first instead of a refund.

Vice-Chair Jeanne Hagan asked how we were going to handle the non-students. Director McKenzie said that their permits would be extended to cover the time that free parking was offered.

Shane Mardis made the motion to give a partial/pro-rated refund or credit for student parking permits. Amy Dale, second the motion. A roll call vote was taken, the motion passed unanimously.

Request from Health Right – Director McKenzie stated that the request from Health Rite to set up temporary housing in the Spruce Street parking garage for the homeless is no longer needed. Health Rite and the DHHR have found an alternative solution.

2019-2020 Budget Adjustment – Director McKenzie stated that the Parking Authority had to change cell phone carriers because AT&T could not fix a problem with receiving text message alerts from the multi-space meters in the surface lots. With changing providers from AT&T to Cellular One and purchasing new cell phones, this will put the cell phone line over budget for the fiscal year.

Director McKenzie requested to the board that \$2,000 be moved from line item 344.01 – Operating Supplies to line item 211.01 – Cellular Phones to cover this line for the remainder of the fiscal year.

Vice-Chair Jeanne Hagan made the motion that \$2,000 be moved from line 344.01 – Operating Supplies to line item 211.01 – Cellular Phones to cover this line for the remainder of the fiscal year. Shane Mardis, second the motion. A roll call vote was taken, the motion passed unanimously.

2020-2021 Budget Discussion – Director McKenzie stated that the City approved a 2.5% COLA for the new fiscal year, which usually the Parking Authority matches. The line item that will be the main focus for the next fiscal year is Building and Lot Maintenance. The Armory Lot retaining wall, the University Avenue Garage repairs, and the University Avenue elevator repair will all come from this line. Director McKenzie added that the two lots scheduled for paving this summer are postponed until the following summer.

Director McKenzie stated that the Finance Department created a new budget line for the next fiscal year. Budget line 232.06 – Bank/Transaction Fee is for the fees that the Parking Authority collects for Parkmobile. This budget line will not go against the Parking Authority budget.

Director McKenzie said with the uncertainty of the future because of the pandemic that the Parking Authority may have to take a harder look at the budget in the coming months.

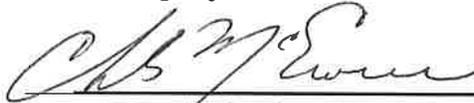
February Budget Performance Report – Director McKenzie stated that the February Budget Performance Report was running a little ahead of last year.

Director McKenzie said that though the March Budget Performance Report is not complete yet, there was approximately \$40,000 in expenditures saved over last year. This savings was because of staff making good choices and only purchasing essential items.

EXECUTIVE SESSION:

ADJOURNMENT

The Meeting adjourned at 9:45 a.m.



Parking Authority Chairman



Parking Authority Director