

WINCHESTER PARKING AUTHORITY
August 6, 2020

MEMBERS PRESENT: Dick Helm, Howard Manheimer & William Armstrong

MEMBERS ABSENT: Mike Miller

OTHERS PRESENT: Corey MacKnight & Andrew Rose (remotely by phone)

I. CALL TO ORDER

MacKnight called the meeting to order at 7:45 am at which time it was determined that a quorum was present.

II. OLD BUSINESS

1. Final Pricing for Automated Equipment Replacement

MacKnight presented to the Authority documentation of the final pricing for the automated equipment replacement. MacKnight reminded the Authority that WPA went thru an RFP process for vendor search and selection. WPA received four bids for the project and completed interviews with the vendor submissions. MacKnight noted that collectively WPA staff and he came to the conclusion that Designa was the best choice for WPA based upon their price quote and presentation. MacKnight stated that the final pricing for the equipment from Designa was \$465,209.52. MacKnight informed the Authority that pricing included the following equipment and features:

- Replacement of all parking equipment in all garages to include paystations and gate arm equipment.
- The addition of one walk up paystation to be installed at GW Autopark, Loudoun Autopark and Court Square Autopark, with the replacement of the current walk up paystation at Braddock Autopark.
- AVI entry system for monthly parking. Tag is placed on windshield of vehicle, gates would open automatically when vehicle approaches. A touchless QR Code would also be an option to monthly parkers who may want to opt out of having a tag placed on their vehicle. The QR Code would need to be downloaded to the monthly rental customer's smart phone, then the monthly parker can wave the QR Code in front of entry equipment to activate the gate.
- Garage entry equipment would be enhanced with touchless technology for transient parking. The transient customer would be able to wave their hand in front of the equipment and be issued an entry ticket into garage. Rose, the representative from Designa, confirmed that touchless sensor on entry is installed on the equipment.
- Update of the credit card payment acceptance system due to the installation of new technology.
- Pay on entry technology would be included. This allows customers to pay an hourly parking fee upon entry into the garages. This would be utilized for special event parking such as the Shenandoah Apple Blossom Festival, etc.

MacKnight asked the Authority if there were any questions they would like to ask regarding the equipment or process. The Authority was satisfied with the information provided.

MacKnight noted that WPA is working to keep costs for the equipment replacement at approximately \$500,000 due to the need of additional security camera installation and concrete work. Additional lighting, signage, security camera and bollard installations would be necessary at all garage locations. MacKnight informed the Authority that WPA has obtained the pricing for the cameras and concrete work and the cost for the additional lighting and signage would be approximately \$8,000. MacKnight noted that there is a large curb section behind the office at Loudoun Autopark where WPA would install a handicap ramp and the walk up paystation for that garage. At GW Autopark, the walk up paystation would be installed next to the vending machine by the main office, which was the original location of the walk up paystation before it was relocated to Braddock Autopark. If it is necessary, the vending machine would be moved to accommodate the paystation. The walk up paystation location at Court Square Autopark would be at the center entrance into the garage by the elevator. WPA will reduce the side of the curb in this area, move the handicap parking space down and install the necessary lighting, signage and security cameras.

MacKnight asked for a motion to be made by the Authority to move forward with the contract that the City of Winchester can send to Designa in order to start the equipment replacement process. On a motion duly made by Manheimer and seconded by Armstrong, the Authority approved that the contract for the equipment replacement be administered by the City of Winchester and be forwarded to Designa.

2. Funding Discussion for Automated Equipment Replacement

MacKnight stated that before the end of the last fiscal year, the Authority approved to budget \$600,000 towards equipment replacement should WPA decide to move forward with the project. MacKnight informed the Authority that he had spoken with Mary Blowe, City of Winchester Chief Financial Officer Director of Support Services, as to how to proceed with the funds. MacKnight stated that Blowe informed WPA that it would need to complete a form to carry the \$600,000 forward into this budget year.

MacKnight noted that WPA currently has \$1,030,000 in its revenue reserves. MacKnight added that he will complete the necessary form to transfer the funds from last year's budget over to this year's budget. Helm asked MacKnight to clarify that the funding would be carried over and drawn from the WPA reserves to which MacKnight replied yes this would be the process. MacKnight stated that once everything associated with this project is approved, he would inform Perry Eisenach the City of Winchester Public Services Director. Eisenach would present the project to Council and inform them of the direction WPA is moving towards. Council will not require a vote for this. MacKnight explained that it is routine policy for Eisenach to discuss city projects with Council. Manheimer inquired about the ten day grace period for rebuttal from competing vendors. MacKnight stated that the grace period

had lapsed without complaint or incident. MacKnight added that WPA is ready to move forward with the contract and signatures.

III. OTHER ITEMS DISCUSSION

There was no other items presented for discussion.

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:15 am. The next meeting of the Winchester Parking Authority is scheduled for Thursday August 27, 2020 at 7:30 a.m. in the Conference Room at the Winchester Parking Authority Main Office located in the George Washington Autopark.

Respectfully submitted,
Teresa Couch
Office Assistant

Minutes Approved: _____