



Your Place for a Space™

11 Asylum Street, 2nd Floor, Hartford, CT 06103

T: (860) 527-7275

www.hartfordparking.com

Approved Minutes
Monday, May 23, 2016 - 5:00 p.m.
Special Meeting of the Board -Hartford Parking Authority
11 Asylum Street, Hartford, CT 06103

To be Approved at the
June 16, 2016 Regular
Board Meeting

Commissioners Present:

William R. Breetz, Chairman
Rex B. Fowler, Commissioner
Mitchell Jackson, Commissioner
Mathew P. Jasinski, Commissioner
Christian Sager, Commissioner

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Michael DesRoches, Director of Finance and Administration
Kenya Smith, Associate Director/Director of Operations
Ted Sheiber, Facilities and Project Manager

Guests:

Kyle Plaskiewicz- Republic

1. **Call to Order** – Mr. DesRoches called the May 23, 2016 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:05 p.m.
2. **Roll Call of Commissioners** –Mr. DesRoches conducted roll call and announced there was a quorum present.
3. **Chair’s Comments** – Mr. Breetz had a suggestion of a new Secretary appointment, the recommendation of a new board secretary was made by Mr. Boone to appoint Ms. Kenya Smith, no objections were made. Mr. Breetz subsequently appointed Ms. Smith and congratulatory remarks were had from the board, the Chair and the prior secretary Mr. DesRoches.
4. **Approval of Minutes of the Regular Board Meeting of April 21, 2016** – Mr. Breetz polled Commissioners for corrections to the minutes. Mr. Jasinski had a minor edit on the spelling of his last name stating the correct spelling of his name is Jasinski with an “I” rather than a “Y”. Mr. Breetz then called for a motion, subject to such grammatical correction, a motion was made by Mr. Jasinski, seconded by Mr. Fowler, Mr. Sager choose to abstain due to his absence in the prior meeting.

VOTED: Approved the May 23, 2016 Regular Board Meeting Minutes as amended.
(Ayes – Breetz, Jasinski, Fowler).

PUBLIC COMMENT – There were no public comments

REPORTS AND ACTION ITEMS

1. **Personnel Committee** – None
2. **Finance Committee** – *See the Monthly Report for details.*

At the request of Mr. Fowler, Mr. DesRoches was asked to clarify and comment on the SSAE 16 which is the audit process for testing operations and procedures of operations related to cash handling and tracking. The suggestion for HPA to utilize a SSAE 16 audit was made solely by the City's Internal Audit and supported by HPA. However, HPA has learned that the cost of this reporting methodology is \$50k-\$60k. Whittlesey and Hadley, P.C. recommends that if HPA utilizes MPS as a meter vendor, that MPS performs a SSAE 16 at the very least. No action was required, Mr. Fowler stated that the above stated was just an update.

Monthly Report– Mr. DesRoches gave the monthly reports for April 2016, reviewing the summary balance sheet and operating statement financial condition.

After motion by Mr. Fowler, and seconded by Mr. Jasinski, by unanimous vote,

VOTED: Accept the April 2016 Financial reports.
(Ayes – Breetz, Fowler, Jasinski, Jackson and Sager)

3. Property Management Committee – Please see the Property Management Report for details

- a) Discussion regarding citation collections– Mr. Boone stated the rate on citation collections is at 68% and the new collection agency seems to be having a positive impact. The DMV significantly impacted collection with their new computer system, which was not working for several months and prevented address lookups. HPA and Republic are working to ensure a streamline “catch-up” process and manage the collection rate/process accordingly.
- b) The Mayor’s budget modification incorporated six ordinance recommendations was on the Council agenda for May 23, 2016.
- c) The four DONO surface lots were mentioned by Mr. Breetz with respect to who manages them and when in reference to HPA’s relationship with the Yardgoats. At 6pm on game days and certain events in lots C, D & F get transferred over to the YardGoat’s - for VIP only and the Yardgoat’s will pay HPA a flat rate. They are not allowed to bring in a third party operator.
- d) On street meter special board meeting will be held on June 2, 2016 to meet with Parkeon and MPS to discuss potential meter replacements.
- e) Mr. Breetz has suggested to Mr. Boone to seek an additional recommendation by Whittlesey and Hadley to review the model and have input of the meter presentations, numbers of the pricing, scorecard, and capacities of transportation industry. As there is reservation of MPS as a new corporation and doing such a large business venture. Boone replied that Fitzgerald and Halliday is a local transportation consulting firm that is going to review the two meters to make sure it is a good fit for HPA and the City, as well as an independent parking consultant will review HPA’s evaluation process.
- f) Discussion of ongoing actions and claims made by State Marshall’s and the placard issuance.
- g) The creations of policy and procedures in regards to voids or dismissal of violations/citations.
- h) A mandatory upgrade is required for the current meter fleet to convert 2G modems to 3G modems. See memorandum for further details.

VOTED: Approve authorizing CEO to purchase the sole-source replacement 3G modems for the existing Parkeon fleet at a cost not to exceed \$112,575.
(Ayes – Breetz, Fowler, Jasinski, Jackson and Sager)

4. Bylaws and Revisions Committee- None

5. **Marketing Committee** – None
6. **CEO Update**- See report for details
7. **Executive session** –

Mr. Fowler called for a motion, a motion was made by Mr. Jasinski, seconded by Mr. Fowler, passing unanimously to –

VOTED: Enter into Executive Session at 7:12 p.m.
(Ayes - Breetz, Fowler and Jasinski, Jackson and Sager)

Mr. Boone participated in Executive Session to discuss contract negotiations and personnel matters.

EXECUTIVE SESSION (7:12 P.M.)

RETURN TO REGULAR SESSION (7:15 P.M.)

ADJOURNMENT

Mr. Breetz polled Commissioners for further comments/questions, and hearing none, then called for a motion to adjourn, a motion was made by Mr. Jasinski, seconded by Mr. Fowler, passing unanimously to –

VOTED: Adjourn the May 23, 2016 Special Board Meeting at 7:18 p.m.
(Ayes - Fowler, Jasinski, Breetz, Sager, and Jackson)

Respectfully submitted,

Kenya Smith

Kenya Smith, CCMC
Madam Secretary to the Board