**To be Approved at the April 20, 2017 Regular Board Meeting**

**Approved Special Minutes**

**Wednesday, March 15, 2017** - **5:00 p.m.**

**Special Meeting of the Board- Hartford Parking Authority**

**11 Asylum Street, Hartford, CT 06103**

**Commissioners Present**

William Breetz, Chairman

Rex Fowler, Commissioner

Mitchell Jackson, Commissioner

Mathew Jasinski, Commissioner

Christian Sager, Commissioner

**Present for HPA:**

Eric M. Boone, CEO/Executive Director

Michael DesRoches, Director of Finance and Administration

Ted Sheiber, Facilities Manger

Kenya Smith, Associate Director/Director of Operations

Cynthia Lature, Assistant Corporation Counsel, City of Hartford

**Guests:**

Kyle Plaskiewicz, General Manager, Republic

1. **Call to Order –** Mr. Breetz called the March 15, 2017 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:14 p.m.
2. **Roll Call of Commissioners –**Mr. DesRoches on behalf of Madame Secretaryconducted roll call and announced there was a quorum present.
3. **Commissioner’s Comments –** Mr. Breetz had no comments.
4. **Approval to the Minutes of the Regular Meeting on February 16, 2017** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of February 16, 2017 meeting minutes.

(Ayes – Breetz, Fowler, Jackson, Jasinski and Sager)

**PUBLIC COMMENT**– None

**REPORTS AND ACTION ITEMS**

1. **Personnel Committee**-None
2. **Finance Committee**- Mr. Fowler

Mr. DesRoches discussed the HPA’s meter revenues are 6% ahead of budget. Citation collections are 2.7% behind budget. *(See Finance Management Memo and Reports)*.

**VOTED:** Acceptance of the Monthly Finance Report through February 28, 2017.

(Ayes – Breetz, Fowler, Jackson, Jasinski and Sager)

Mr. Boone presented a recommendation of a Procurement Card Policy. HPA utilizes City procurement credit cards (p-cards) to make common purchases. P-card agreements are managed through the Treasurer’s Office, but policies related to p-card use is managed by the City’s Finance Dept. There are two general management approaches to addressing abuse concerns; holding employees accountable for misuse, or restricting utilization to limit possible opportunities for misuse. The City manages abuse through the latter management approach. As various p-card abuse issues have been discovered in the past, Finance Dept.’s approach is to further restrict access for all users. These restrictions have limited HPA’s ability to conduct business and often requires HPA staff to use personal credit cards and seek reimbursement. *(See MCC Code Listing in Report).*

**VOTED:** Approval of the resolution for specific use and amounts on the City Procurement Card, along with a creation of a corporate card.

(Ayes – Breetz, Fowler, Jackson, Jasinski and Sager)

1. **Property Management Committee**- Mr. Sager *(See Property Management Report for details)*

Mr. Sager discussed an overview of the property management report. There were no questions based on Mr. Sager’s overview from the board members.

Mr. Boone discussed how HPA staff received quotes to perform work at 1212 Main Street per HPA procurement guidelines. However, the quotes exceeded the quoting threshold value and require a bidding process to take place. If bidding is required, HPA will not be able to meet the City’s contractual commit to the stadium without losing revenue generating spaces until the lot is finished. The delay due to bidding will also increase the risk of a major storm rutting the lot and flooding in the adjacent parking garage.

HPA ultimately chose a low-cost option that is separated into three pieces. The first piece is the creation of approximately 1,300 LF of bio-swale to collect and slow down the water. The second piece is the installation of recycled railroad track and ties to prevent vehicles from driving through the swale as well as to define parking spaces. The final piece is to install two catch basins and connect them to MDC storm water drainage.

**VOTED:** Approval to waive the competitive bidding requirement with respect to a contract to repair the drainage at 1212 Main Street Lot on the basis of the existing extraordinary condition.

(Ayes – Breetz, Fowler, Jackson, Jasinski and Sager)

**VOTED:** Approval of the resolution to award repairs to 1212 Main Street Lot to Falcon Paving Inc. not to exceed $122,409.

(Ayes – Breetz, Fowler, Jackson, Jasinski and Sager)

Mr. Boone addressed the status of a proposal that will be presented to Council in Mid-March in regards to the Pratt Street Initiative. The Pratt Street proposal includes HPA in regards to: on-street parking, adding meters to Pratt street and creating a Parklet template for Pratt Street businesses to use. Mr. Boone concluded the property management report with the completion of the State Marshal policy with details to follow soon.

1. **Bylaws and Revisions Committee** – None
2. **Marketing Committee** - None
3. **CEO Update** - None

**EXECUTIVE SESSION-** Mr. Breetz called for a motion to enter executive session to consider contract negotiations, the discussion focused on the remedies of findings from the consequences of the audit, a motion was made by Mr. Jackson, seconded by Mr. Jasinski.

**VOTED:** Enter Executive Session at 6:37 P.M.

(Ayes – Breetz, Fowler, Jackson, Jasinski and Sager)

**Executive Session (6:37 p.m.)**

**RETURN TO REGULAR SESSION (7:21 p.m.)**

**ADJOURNMENT**- Mr. Breetz polled Commissioners for further comments/questions, and hearing none, then called for a motion, a motion was made by Mr. Sager, seconded by Mr. Fowler, passing unanimously to -

**VOTED:** Adjourn the March 15, 2017 Special Board Meeting at 7:22 P.M.

(Ayes – Breetz, Fowler, Jackson, Jasinski and Sager)

Respectfully submitted,

# Kenya Smith

Ms. Kenya Smith, CCMC

Madam Secretary to the Board