**To be Approved at the October 19, 2017 Regular Board Meeting**

**Unapproved Minutes**

**Thursday, September 21, 2017** - **5:00 p.m.**

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

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

**Commissioners Present**

William Breetz, Chairman

Mitchell Jackson, Commissioner

Mat Jasinski, Commissioner

Christian Sager, Commissioner

**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 Parking

Gina Varano-Counsel

1. **Call to Order –** Mr. Breetz called the September 21, 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 extended greetings and hoped all had a great summer. He extended thanks for all of those in attendance.
4. **Approval to the Minutes of the Special Meeting on July 24, 2017** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of July 24, 2017 meeting minutes.

(Ayes – Breetz, Jackson, Jasinski and Sager)

**PUBLIC COMMENT**– None

**REPORTS AND ACTION ITEMS**

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

Mr. DesRoches spoke of MAT Garage revenues and how they are ahead of budget, largely due to a $27K reduction of it’s accounts receivable from monthly parkers. In July receivables reduced by $40k and increased by $13k in August. There are other enforcement revenues that consist of credit card convenience fees collected ($5K per month), on-street reserved spaces ($7K per month), valet parking income, and sales of residential parking permits. As of August 31, 2017, HPA’s Renewal and Replacement account has a funded and accrued balance of approximately $818,000. *(See Finance Management Memo and Reports)*.

**VOTED:** Acceptance of the Monthly Finance Report for July and August.

(Ayes – Breetz, 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 there are now parking areas in regards to Marshal parking. (*Please see State Marshal Policy and exhibit)*

**VOTED:** Approval of Approval of State Marshal Parking Policy

(Ayes – Breetz, Jackson, Jasinski and Sager)

Mr. Boone spoke of the revisions made on the On- Street Enforcement Standards Policy *(see Standards Guidelines)*

**VOTED:** Approval of Approval of On- Street Enforcement Expectations

(Ayes – Breetz, Jackson, Jasinski and Sager)

Mr. Boone discussed the RFP to replace the PARCS in MAT Garage and 141 Sheldon. HPA received four proposals. HPA staff performed an evaluation and based on the final scoring of the evaluation committee, HPA desires to negotiate with Amano-McGann.

**VOTED:** Approval of MAT Garage PARCS System Vendor

(Ayes – Breetz, Jackson, Jasinski and Sager)

Mr. Boone spoke to the Board in regards to the agreements of both Republic Parking System (RPS) and Hartford Guides (Guides). *See Memo*

**VOTED:** Approval of Surface Lot Operations Contract Extensions

(Ayes – Breetz, Jackson, Jasinski and Sager)

GHTD approached CT Transit who is excited about working with HPA to implement a program similar to New Haven’s in Hartford. HPA has agreed to utilize New Haven’s agreement as a template, subject to form and legality review. Both New Haven’s Transportation Dept. and CT Transit are currently looking through archives to find the executed agreement. *(See Memo).*

**VOTED:** Approval to authorize the CEO to pursue an agreement with CT Transit detailing the arrangement between HPA and CT Transit for bus related parking enforcement, subject to the terms and conditions as defined per the memo.

(Ayes – Breetz, Jackson, Jasinski and Sager)

Tesla approached HPA to install its charging stations in Hartford and specifically in a HPA facility. After discussions regarding HPA requirements related to public accessibility, Tesla has provided HPA a proposal.

**VOTED:** Approval of Tesla Charging Station Terms

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

The Board would like to review the Procurement Policy with the aid of Corporate Counsel.

* Approval of Revised Procurement Policy - **Tabled**

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

Mr. Boone discussed how Disabled parking payment was rolled out. Citations commenced on 9/14/2017. HPA is working through meter phase 3 planning (additional 4hr zones & 10hr zones, preventing meter feeding, raising rates). HPA estimates a roll out is Jan 1, 2018. Space striping has commenced and will continue through the construction season. The sign printer is installed, materials are in, and signs are being produced on an as needed basis.

**EXECUTIVE SESSION-** Mr. Breetz called for a motion to enter executive session for the purpose of discussing the status and update of a current litigation, a motion was made by Mr. Jasinski, seconded by Mr. Sager, passing unanimously –

**VOTED**: To enter Executive Session at 7:49 P.M.

(Ayes – Breetz, Jackson, Jasinski and Sager)

**Executive Session (8:14 p.m.)**

**RETURN TO REGULAR SESSION (8:15 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. Jackson, seconded by Mr. Fowler, passing unanimously to -

**VOTED:** Adjourn the September 21, 2017 Regular Board Meeting at 8:15 P.M.

(Ayes – Breetz, Jackson, Jasinski and Sager)

Respectfully submitted,

# Kenya Smith

Ms. Kenya Smith, CCMC

Madam Secretary to the Board