**To be Approved at the September 21, 2017 Regular Board Meeting**

**UnApproved Minutes**

**Monday, July 24, 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

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 July 24, 2017 Special Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:15 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 thanks for all of those in attendance.
4. **Approval to the Minutes of the Special Meeting on June 15, 2017** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of June 20, 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. Boone discussed that HPA’s meter revenues remain on budget. Although on budget, the positive budget variance decreased for a few reasons. The budget months of April through June anticipate a revenue spike from increased line striping and disability parking initiatives. Inclement weather has largely deferred the striping process, and the disability parking initiatives are not yet fully in place. *(See Finance Management Memo and Reports)*.

**VOTED:** Acceptance of the Monthly Finance Report through June 30, 2017.

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

Mr. Boone noted that citation collections remain ahead of budget. His final note was on the fiscal year ending Audit plan conducted by the City. Mr. Boone and Mr. Fowler reiterated the purpose of the examination is to evaluate and test internal accounting and operating controls, the accuracy and propriety of transactions processed, the degree of compliance with established operating policy and procedures, and to recommend improvements where required. The results of the examination were reviewed with E. Boone, Chief Executive Officer; M. DesRoches, Director of Finance and Administration; and other responsible members of operating management. *(See Audit Report)*

**VOTED:** Acceptance of the 2017 Fiscal Audit Report

(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 the Woonerf App is live and available via the Apple store and Google Play, along with online access through the Hartford Parking Website and directly at www.woonerfct.com.

* Approval of State Marshal Parking Policy - **Tabled**
* Approval of The Revised Procurement Policy- **Tabled**
* Approval of The Use of Rollpark at 40 Chapel St. Lot- **Tabled**
* Approval of On-Street Enforcement Standards Policy- **Tabled**

**VOTED:** Approval of Pratt Street Meter Revenue Allocation

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

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

**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. Fowler, passing unanimously –

**VOTED**: To enter Executive Session at 7:07 P.M.

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

**Executive Session (7:07 p.m.)**

**RETURN TO REGULAR SESSION (7:20 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 July 24, 2017 Regular Board Meeting at 7:40 P.M.

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

Respectfully submitted,

# Kenya Smith

Ms. Kenya Smith, CCMC

Madam Secretary to the Board