**To be Approved at the Sept 20, 2018 Special Board Meeting**

**Unapproved Minutes**

**Wednesday, July 18, 2018** - **5:00 p.m.**

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

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

**Commissioners Present**

Mat Jasinski, Commissioner

Mitch Jackson, Commissioner

Rex Fowler, Commissioner

**Also Present for HPA:**

Armindo Gomes, Chief Executive Officer

John Michalik, Interim Director of Finance and Administration

Kenya Smith, Associate Director/Director of Operations

**Guests:**

Matt Truhlar-Republic Parking

1. **Call to Order –** Mr. Breetz called the July 18, 2018 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:05 p.m.
2. **Roll Call of Commissioners –**The Secretary,Ms. Smith, conducted roll call, and announced that a quorum was present.
3. **Commissioner’s Comments –** None.
4. **Approval to the Minutes of the Regular Meeting on June 21, 2018** – Mr. Jasinski polled

 Commissioners for corrections to the minutes. There were none.

 **VOTED:** Approval of June 21, 2018 meeting minutes.

 (Ayes –Jasinski and Fowler)

 (Abstain-Jackson)

**NOTICE: HPA WILL PROMPTLY PROVIDE A COMPLETE COPY OF ANY REPORT OR OTHER DOCUMENT IDENTIFIED IN THESE MINUTES TO ANY PERSON WHO WISHES TO REVIEW THE FULL TEXT OF THE DOCUMENTATION.**

**PUBLIC COMMENT** – None

**REPORTS AND ACTION ITEMS**

1. **Personnel Committee** – None
2. **Finance Committee** - Mr. Michalik *(See Finance Report for details)*

Mr. Michalik distributed and discussed the monthly financial report, which included variances in the MAT garage and DoNo lots.

HPA has met it’s forecasted revenue significantly higher than the budgeted expenses for MAT Garage during the fiscal year 2018 ($463K). Gate equipment costs of $267K which were originally budgeted in Fund 6053 have been charged to the renewal and replacement reserve (Fund 6054). Other budgeted MAT Garage expenses either did not occur as planned or were incurred but came in lower than budget, i.e., signage ($45K), computer equipment ($17K) and other maintenance and equipment expenses ($134K);

DoNo Lots contributed $52K in operating income as revenue was higher than budget by $267K and expenses were higher than budget by $215K; *(See Finance Report for details)*

Mr. Gomes in close stated that HPA will no longer use QuickBooks in addition to MUNIS. HPA for the new fiscal year will solely use MUNIS.

Mr. Fowler made a motion to accept the June 2018 monthly finance report, seconded by Mr. Jasinski passing unanimously to –

**VOTED:** Acceptance of the June 2018 Monthly Finance Report.

 (Ayes –Jasinski, Jackson and Fowler)

1. **Property Management Committee**- Ms. Smith *(See Property Management Report for details)*

Ms. Smith provided an overview of the property management report, and referred to Republic management on updates on the ambassador’s side. Republic reported the currently all technical fixes within the systems are running smoothly.

Ms. Smith stated all paid metered spaces on city street parking locations have been successfully updated accordingly with a total street review including; i.e. replacing/updating signs, and refreshing stripping.

In close, Ms. Smith mentioned the next anticipated initiative will be to work with the city and DPW to go into the residential neighborhoods. This will help the overall HPA mission to meet the needs of clear and concise, ticketing, in accordance to signage streamline the appeals process.

Mr. Gomes added that the work and prep has begun on MAT updates/repairs. Handicap buttons are installed and functioning, ventilation repair will begin in the next week and prep work has begun to transition the Amano gate install.

 *(See Property Management Report for details).*

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

Mr. Gomes expressed frustration when dealing with Amano and their customer service thus far. He also stated, that he was displeased with Amano’s follow thru, when meeting deadline commitments. Mr. Gomes let the commissioners know that he would do his best to keep all up to date on developments as they occur.

Mingo also mentioned in close that he would review the future board meeting calendar with the head of the Bylaws Committee for January 2019 to meet the needs of the commissioners with consideration of providing enough time to review all necessary documentation for each month.

**EXECUTIVE SESSION- Mr. Breetz**

Mr. Jackson made a motion to enter executive session for the purpose of discussing litigation of strategy and negotiations with respect to pending claims pursuant to Connecticut General Statues Section 1-200(6) (B.

**Present in attendance: All Commissioners listed and HPA staff-Armindo Gomes and Kenya Smith.**

A motion was made by Mr. Jackson, seconded by Mr. Jasinski, passing unanimously to –

 **VOTED:** To enter Executive Session at 5:46 P.M.

 (Ayes –Jasinski, Jackson and Fowler)

The commissioners voted to adjourn the Executive session at 6:10 P.M.

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Return to Regular Session at 6:11 P.M.

**RETURN TO REGULAR SESSION (6:10 p.m.)**

**ADJOURNMENT**- Mr. Jasinski polled Commissioners for further comments/questions, hearing none called for a motion to adjourn. Motion was made by Mr. Jasinski, seconded by Mr. Fowler, which passed unanimously to –

 **VOTED**: Adjourn the June 21, 2018 Regular Board Meeting at 6:10 P.M.

 (Ayes –Jasinski, Jackson and Fowler)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Secretary to the Board