**Approved 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. Jasinski 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 negative expense variances in both the MAT garage and DoNo lots, resulting in additional end of year profits.

HPA ended FY2018 exceeding forecasted projections by $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 did not occur as planned, or were incurred at a level lower than budgeted, i.e., signage ($45K), computer equipment ($17K) and other maintenance and equipment expenses ($134K);

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

Mr. Gomes in closing stated that HPA will no longer use QuickBooks in conjunction with MUNIS. HPA will only use MUNIS in the new fiscal year (FY2019).

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’s management on updates on the ambassador’s side. Republic reported that currently all technical fixes within the systems are running smoothly.

Ms. Smith stated all pay-to-park curb side spaces have been successfully updated, which included replacing/updating signs, and refreshing stripping.

In closing, Ms. Smith mentioned the next anticipated initiative will be to work with the city/DPW, regarding updating the residential neighborhoods. All of which continues to move us towards our mission of quality as it pertains to signs, which allow Ambassadors to properly support their citations. Which in turn should result in an improved appeals process.

Mr. Gomes provided an update on additional work performed at the MAT garage, such as installation of handicap palm buttons on the Tumble Street side doors, and a ventilation fan motor repair that will begin next week.

 *(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.

Mr. Gomes also mentioned that he would review the future board meeting calendar with the Commissioner 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