



## **HARTFORD PARKING AUTHORITY Regular Board Meeting**

Tuesday, March 24<sup>th</sup>, 2026, at 5:00 PM  
11 Asylum Street, 2<sup>nd</sup> Floor, Hartford CT 06103

### **Approved Minutes**

#### **Commissioner's Present**

Zoe Chatfield, Board Chair – HPA Conference Room  
Amir Johnson, Vice Chair – Remote via Zoom  
Jack Sullivan, Treasurer – Remote via Zoom – Joined at 5:15pm  
Edison Silva, Commissioner – Remote via Zoom  
Angela Eikenberry, Commissioner – HPA Conference Room

#### **Also Present for HPA:**

Khouloud Al Mannai, CEO & CFO – HPA Conference Room  
John Michalik, Finance Manager – Remote via Zoom  
Elaina Rodriguez, Administrative Assistant – HPA Conference Room  
Vivian Perez-Agostini, Office Manager – HPA Conference Room  
Natalie Reichle, Corporation Counsel – Remote via Zoom  
Eric Hood, Reimagined Senior Parking Operations Manager – HPA Conference Room

#### **1. Call to Order**

Chairwoman Chatfield called the March 24<sup>th</sup>, 2026, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:12pm.

#### **2. Roll Call of Commissioners**

Board Secretary, Ms. Rodriguez, conducted a roll call and announced that a quorum was present.

#### **3. Chair Comments**

Chairwoman Chatfield shared positive remarks on the office updates and noted that the first month of CEO Al Mannai’s leadership has been exciting and productive. She also referenced the recent Hartford Courant article and expressed support for the team’s progress.

Chairwoman Chatfield made a motion to amend the March 24<sup>th</sup>, 2026, Regular Board Meeting agenda, to include a vote to add an additional Finance Committee member.

**VOTED:** Approval to amend the March 24<sup>th</sup>, 2026, Regular Board Meeting agenda to include a vote to add an additional Finance Committee member, seconded by Mr. Johnson.

(Ayes –Chatfield, Johnson, Sullivan, Silva, Eikenberry)

#### **4. Approval of the Minutes for the Regular Board Meeting on February 24th, 2026**

Chairwoman Chatfield polled commissioners for corrections to the minutes. As there were no corrections presented, Mr. Johnson moved to approve the minutes.

**VOTED:** Approval of February 24<sup>th</sup>, 2026, Regular Board Meeting minutes, seconded by Commissioner Eikenberry.

(Ayes –Chatfield, Johnson, Sullivan, Silva, Eikenberry)

#### **5. Public Comment**

- None

#### **6. Reports and Action Items**

##### **Personnel Committee** – Committee Chair Johnson

- Executime – Time and Attendance

Commissioner Johnson briefly noted the retirement celebration for Stella Lopez, recognizing her nearly 30 years of service to the Hartford Parking Authority. Staff reflected on her contributions and celebrated her dedication.

He also provided an update on Executime (Time and Attendance), stating efforts are underway to implement the system in partnership with the City at no additional cost. CEO Al Mannai added that the Authority currently has no formal system, with staff manually entering time after using punch cards.

##### **Finance Committee** – Committee Chair Sullivan

- February Financial Update

Finance Manager John Michalik reported that the decline in the income statement was driven by \$270,000 in emergency repairs at the MAT Garage, including sprinkler issues, between December and February. CEO Al Mannai added that unexpected legal fees and a severe winter that exceeded the snow budget also contributed. Both noted that, without these factors, there

would have been a surplus and emphasized prioritizing the hiring of a Property Manager to help prevent similar issues in the future.

- Acceptance of Monthly Report for February 2026

Chairwoman Chatfield moved to accept the February 2026 Finance Report.

**VOTED:** Acceptance of the February 2026 Monthly Finance Report, seconded by Mr. Johnson.  
(Ayes – Chatfield, Johnson, Sullivan, Silva, Eikenberry)

*(See Monthly Finance Reports for details).*

- Vote to appoint Edison Silva as a member of the Finance Committee

Ms. Chatfield moved to appoint Edison Silva into the Finance Committee

**VOTED:** Approval to appoint Edison Silva as a member of the Finance Committee,  
seconded by Mr. Johnson.

(Ayes – Chatfield, Johnson, Sullivan, Silva, Eikenberry)

### **Property Management Committee** – Committee Chair Chatfield

- Property Management Report

Reimagined Parking's Senior Parking Operations Manager Eric Hood presented an overview of the February Citation Metrics.

CEO Al Mannai shared preliminary ideas for improving the overall parking experience, including potential upgrades to meter technology, the Woonerf app, and garage gating systems. She emphasized a focus on cost-effective solutions, particularly around enhancing signage, improving meter functionality, and elevating the MAT Garage experience.

*(See Property Management Report for details).*

- HPA Parking Donations
  - State of the City
  - Public Safety
  - Roberto Clemente

CEO Al Mannai reported that, the day prior to the Board meeting, the HPA was asked to provide parking for the Mayor's State of the City event. All staff, including administrative personnel, assisted with operations, and some attended the event.

She highlighted the ongoing volume of parking donated for City and Yard Goats events and noted that the HPA has implemented a tracking form to document usage, staffing costs, and potential lost revenue.

- Office Renovations

CEO Al Mannai reported office improvements using existing resources and preserving items for future relocation. Office Manager Vivian Perez-Agostini continues to oversee renovations and retention compliance.

She also provided updates on the MAT Garage, where bids are in procurement.

Additionally, the City is developing a pre-qualified vendor list. The HPA plans to shift annual condition report reviews to engineering professionals for improved oversight.

#### **Bylaws and Revisions Committee** – Committee Chair Eikenberry

- None

#### **Marketing Committee** – Committee Chair Chatfield

- Board Team-Building & Landscaping Partnership Initiative

Chairwoman Chatfield proposed a board team-building activity to plant tulips, daffodils, and other plants purchased from the Elizabeth Park Greenhouse Sale. She suggested this could develop into a long-term partnership for landscaping to enhance the office and MAT Garage, reduce costs, and support a City asset while improving aesthetics.

#### **Executive Team Updates**

- HPA Board of Commissioners
- CEO
  - BOC Communication Channels - Email Addresses
  - Paperless Board Packets & Presentations



CEO Khoulood Al Mannai provided information regarding the April 15 Budget Presentation and requested commissioner attendance, including Reimagined Staff, to demonstrate to Council the importance of the initiative and those it serves.

Vice Chair Johnson also suggested that the HPA create official commissioner email accounts to ensure FOIA compliance and move toward paperless board packets. He further proposed exploring iPads for commissioners to access emails, board materials, and other HPA information digitally.

**ADJOURNMENT** – Ms. Chatfield made a motion to adjourn the meeting.

**VOTED:** Adjourn March 24<sup>th</sup>, 2026, Regular Board Meeting at 6:29pm, seconded by Ms.

Eikenberry,

(Ayes – Chatfield, Johnson, Sullivan, Silva, Eikenberry)

Respectfully submitted,

*Elaina Rodriguez*

Elaina Rodriguez

Secretary to the Board

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