

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

April 3, 2015

TRUSTEES PRESENT: Chris Kauffman, Chairman
Kay Bickham
Craig Freeman
David Greenwell
Steve Hill
Laura Johnson
Veran Randle

TRUSTEES ABSENT: Barney Semtner, Vice Chairman

STAFF PRESENT: Jason Ferbrache
Carol Garrett
Debi Holtzclaw
Larry Hopper
Kevin Mulcahy
Melisa Rousey
Michael Scroggins
Jeanne Smith

I. CALL TO ORDER

Chairman Chris Kauffman called the meeting to order at 9:00 a.m.

II. ITEMS FROM THE CHAIRMAN

On-Board Rider Survey Results Presentation by John Tankard with the City of Oklahoma City Planning Department

III. CITIZENS TO BE HEARD

There were no citizens to be heard.

IV. APPROVAL OF MINUTES

- A. Consideration of Approval of the Minutes of the COTPA Board Meeting of March 6, 2015

APPROVED. Moved by Freeman, Seconded by Hill. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle

V. CONSENT DOCKET

- A. Consideration of Approval of Free Rides on Fixed-Route Bus Service During Ozone Season

APPROVED. Moved by Bickham, Seconded by Johnson. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle

- B. Consideration of Approval of Amendment to Contract with BKD, LLP, to Serve as External Auditor for Fiscal Year 2014-15

APPROVED. Moved by Bickham, Seconded by Johnson. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle

- C. Consideration of Approval of Amendment No. 1 to the Memorandum of Understanding with the Association of Central Oklahoma Governments (ACOG)

APPROVED. Moved by Bickham, Seconded by Johnson. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle

- D. Consideration of Adoption of Resolution Authorizing the Open Market Purchase of Media Services for Fiscal Year 2015-16

APPROVED. Moved by Bickham, Seconded by Johnson. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle

- E. Consideration of Adoption of Joint Resolution with the City of Oklahoma City and the Oklahoma City Economic Development Trust Approving the Amendment to the Century Center Mixed-Use Redevelopment Project Economic Development Agreement

APPROVED. Moved by Bickham, Seconded by Johnson. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of Approval of Contract with W.L. McNatt & Company for Tenant Build-Out for the Arts District Parking Garage
- APPROVED. Moved by Randle, Seconded by Bickham. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle
- B. Consideration of Approval of Contract with The Goodyear Tire & Rubber Company for Tire Leasing Service
- APPROVED. Moved by Greenwell, Seconded by Bickham. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle
- C. Consideration of Approval of Final Acceptance to the Contract with Downey Contracting, L.L.C. for Steel Beams Coating Project for the Century Center Parking Garage and Place Maintenance Bond into Effect
- APPROVED. Moved by Johnson, Seconded by Bickham. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle
- D. Consideration of Approval of Change Order No. 11 to the Contract with Flintco, LLC for MB-1092 Construction of the Arts District Parking Garage Located at 431 W. Main Street
- APPROVED. Moved by Bickham, Seconded by Freeman. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle
- E. Consideration of Approval to Participate in the City of Oklahoma City's Oklahoma Standard Initiative Employee Activities
- APPROVED. Moved by Hill, Seconded by Greenwell. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle
- F. Consideration of Approval of Task Order No. 22 with Triad Design Group for the Installation of Fire Sprinkler System at the S. May Maintenance Garage
- APPROVED. Moved by Bickham, Seconded by Greenwell. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period March 1, 2015 through March 31, 2015
- RATIFIED. Moved by Johnson, Seconded by Greenwell. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle

VIII. RECEIVE FINANCIAL REPORTS

- A. COTPA Schedules of Revenues and Expenditures – Budget to Actual for the Eight Months Ended February 28, 2015
- B. COTPA Interim Financial Statements for the Six Months Ended December 31, 2014
- RECEIVED. Moved by Randle, Seconded by Greenwell. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle

IX. RECEIVE PROGRAM REPORTS

- A. Transit System
- B. Long Range Plan
- C. Parking System
- D. Marketing, Customer Relations, and Technology
- E. Oklahoma River Cruises

RECEIVED. Moved by Randle, Seconded by Greenwell. AYES: Bickham, Freeman, Greenwell, Hill, Johnson, Kauffman, and Randle

X. ITEMS FROM TRUSTEES

Jason Ferbrache described EMBARK's participation in the National Transit Driver Appreciation Day on March 18.

Kay Bickham asked if the on-board rider survey included a question to determine how long the rider had been using the system. Jason stated that a new survey is under development and Kay's question will be added to the list of questions to be considered for inclusion.

Laura Johnson commented on the number of buses she had seen that do not have branding or advertising. Jason stated that even though advertising revenue remains on target, EMBARK has lost some of its wrap advertisers. He stated that staff are in the process of addressing this issue. Five fixed-route buses will be wrapped with the EMBARK logo in the very near future.

XI. ADJOURNMENT

The meeting was adjourned at 10:35 a.m.

Respectfully Submitted,



Jason Ferbrache
Secretary