

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

April 01, 2016

TRUSTEES PRESENT: Chris Kauffman, Chairman
Barney Semtner, Vice Chairman
Craig Freeman
Steve Hill
Laura Johnson
James Cooper
David Greenwell
Kay Bickham

TRUSTEES ABSENT:

STAFF PRESENT: Jason Ferbrache
Marsha Harrod
Sheila Holmes
Larry Hopper
Kevin Mulcahy
Chip Nolen
Michael Scroggins
Sharon Boyle
Ruvena Snellings
Melisa Rousey

I. CALL TO ORDER

Convened at 9:00 a.m.

II. ITEMS FROM THE CHAIRMAN

III. CITIZENS TO BE HEARD

IV. APPROVAL OF MINUTES

APPROVED. Moved by Johnson, Seconded by Bickham. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

- A. Consideration of Approval of the Minutes of the COTPA Board Meeting of March 4, 2016.

V. CONSENT DOCKET

APPROVED. Moved by Bickham, Seconded by Greenwell. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

- A. Approval of Free Rides on Fixed-Route Bus Service During Ozone Season.
- B. Adoption of Resolution Authorizing the Open Market Purchase of Media Services for Fiscal Year 2016-17.
- C. Resolution Declaring Paratransit Bus 0968 as Obsolete and Authorizing the Administrator to Dispose as Surplus.
- D. Adopt Resolution Approving the Amended and Restated Central Oklahoma Transportation and Parking Authority Plan and Related Trust ("Plan"), Currently Administered by ICMA-RC and Designating Trustees.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Approval of Contract with B-Cycle, LLC for Bike Share Equipment.

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

Questions were asked by trustees on the durability of the B-Cycles compared to the current system. The durability and life span is seven to ten years compared to less than five years on current cycles. Question was also asked as to whether system software would assist staff in rebalancing the bicycles. The software does include this feature.

- B. Approval of Contracts for project COTPA2016026 with Signature Graphics, Inc., Eagle Eye Partners, Inc. and J & B Graphics for the Purchase of Decals for Buses, Vans and Other Vehicles.

APPROVED. Moved by Cooper, Seconded by Bickham. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

- C. Approve the Request for Proposals (RFP) for Insurance Brokerage Services and Authorize the Administrator to Advertise and Release the RFP.

APPROVED. Moved by Hill, Seconded by Greenwell. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

Trustees asked if other departments work with brokers and Trustee Freeman confirmed they did. Trustee Freeman also confirmed that once the RFP is completed we still have the option to use City insurance brokers if desired.

- D. Adoption of Resolution to Approve the Title VI Program for FY 2016-19.

ADOPT AND APPROVE RESOLUTION. Moved by Cooper, Seconded by Greenwell. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

- E. Approval to Change Order No. 2 to the Contract with Downey Contracting, LLC for Project No. MB-1308, Tenant Build-Out (Phase 2) for the Arts District Parking Garage, 431 W Main Street.

APPROVED. Moved by Freeman, Seconded by Cooper. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period March 1, 2016 through March 22, 2016.

RATIFIED. Moved by Greenwell, Seconded by Semtner. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

VIII. RECEIVE FINANCIAL REPORTS

RECEIVED. Moved by Johnson, Seconded by Greenwell. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Eight Months Ended February 29, 2016.
- B. Receive the COTPA Interim Financial Report for Six Months Ended December 31, 2015.

IX. RECEIVE PROGRAM REPORTS

RECEIVED. Moved by Cooper, Seconded by Semtner. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

- A. Transit System Report.
- B. Streetcar Report.
- C. Long Range Plan Report
- D. Parking System Program Report.
- E. Marketing, Customer Relations and Technology Report.

F. Oklahoma River Cruises and Spokies Report

X. ITEMS FROM TRUSTEES

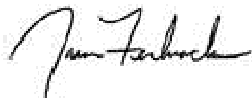
Jason Ferbrache advised the trustees that the media event for the unveiling of the Arts District Garage art work was scheduled for April 7th at 4 pm.

XI. ADJOURNMENT

ADJOURNED. Moved by Cooper, Seconded by Freeman. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

Adjourned at 10:04 a.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Jason Ferbrache".

Jason Ferbrache
Administrator