

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

April 07, 2017

TRUSTEES PRESENT: Chris Kauffman, Chairman
Kay Bickham
Craig Freeman
Laura Johnson
James Cooper
David Greenwell

TRUSTEES ABSENT: Steve Hill
Barney Semtner, Vice Chairman

STAFF PRESENT: Jason Ferbrache
Marsha Harrod
Sheila Holmes
Larry Hopper
Kevin Mulcahy
Kadja Washington
Jeanne Smith
Cory Hubert
Jesse Rush
Ruvena Skidmore
Michael Scroggins

I. CALL TO ORDER

II. ITEMS FROM THE CHAIRMAN

III. CITIZENS TO BE HEARD

IV. APPROVAL OF MINUTES

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

- A. Approval of the Minutes of the COTPA Board Meeting of March 3, 2017

V. CONSENT DOCKET

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

- A. Approval of Final Acceptance for Project Nos. MB-1257, Maintenance Building Improvements, and MB-1276, Service Building Improvements, 2000 S. May Avenue, and Place Maintenance Bond into Effect
- B. Adoption of Resolution Authorizing the Open Market Purchase of Media Services for Fiscal Year 2017-18

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Approval of Plans and Specifications for Project WM-0242, Sheridan-Walker Parking Garage Improvements and Authorize Administrator to Advertise for Bids

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

Chairman Kauffman commented if all seven of the alternates come in under budget then they will all be completed.

- B. Approval of Amendment No. 2 to the Contract with Smart Growth America (COTPA2017008) for Conducting a Benefit Cost Analysis

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

Trustee Greenwell asked if staff would ever consider having a circulating route from the Turnpike to McArthur to keep all routes within thirty minutes. Such as cutting the route in half, where the smaller circular route would never come into the downtown area. Administrator Ferbrache answered that the current study would not cut the route in half but to maximize frequency adding buses is an option and that additional routes to feed the BRT would be considered. Trustee Greenwell also asked about Midwest City being served by BRT and Trustee Johnson mentioned COTPA has a partnership with Midwest City and have fixed-routes currently with the City of Midwest City. Trustee Johnson also reminded trustees that being prepared with studies and analysis of BRT ahead of a notice of grant funding would put COTPA in a more competitive position for a future grant.

VII. RATIFICATION OF CLAIMS AND PAYROLL

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

- A. Ratification of Payroll and Vendor Claims for the Period February 28 through March 28, 2017

VIII. RECEIVE FINANCIAL REPORTS

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

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Eight Months ended February 28, 2017

IX. RECEIVE PROGRAM REPORTS

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

- 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**

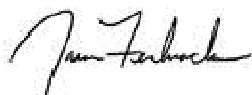
X. ITEMS FROM TRUSTEES

Trustee Greenwell proposed promoting prior to Earth Day and having Council do an alternative to Ride to Work day for Earth Day. Administrator Ferbrache will have staff put together some ideas on further promoting besides current social media.

Administrator Ferbrache reported to trustees that staff had annual meeting with the Oklahoma Railway Museum and the historical train ride season begins in April.

XI. ADJOURNMENT

Respectfully Submitted,



Jason Ferbrache
Administrator

MINUTES

**JOINT TRANSPORTATION AND FINANCE COMMITTEE MEETING
CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY**

April 18, 2017

COMMITTEE MEMBERS PRESENT:

**Barney Semtner, Transportation Chair
Craig Freeman, Finance Chair
James Cooper, Transportation
Laura Johnson, Transportation and Finance
Chris Kauffman, Finance**

COMMITTEE MEMBERS ABSENT:

**Kay Bickham, Transportation
David Greenwell, Transportation and Finance**

STAFF PRESENT:

**Jason Ferbrache
Sheila Holmes
Kevin Mulcahy
Hailey Rawson
Marsha Harrod
Marilyn Dillon
Eugene Fritz
Melisa Rousey
Jimmy Friend
Larry Hopper
Michael Scroggins
Cory Hubert
Chip Nolen**

TRANSPORTATION COMMITTEE

Chairman Barney Semtner called the meeting to order at 3:34pm.

1. Discuss and/or Recommend Discovery Fare

Administrator Ferbrache discussed reinstating Downtown Discovery fare to \$.50 per trip, which will add approximately \$20,000 to annual revenue. Trustee Kauffman asked the status once the streetcar is running and Administrator Ferbrache responded that it is staff's hope to realign the Downtown Discovery to feed the streetcar and run areas not used in the streetcar. Staff is also planning a rebrand of the Downtown Discovery, which will include wrap and signage for next fiscal year. Current ridership averages 200 per day and runs on Saturdays. Chairman Semtner would like staff to continue soliciting sponsors for the \$20,000 and staff will be bringing an RFP to solicit sponsors for the system and could include the Downtown Discovery. Trustee Cooper was interested in how staff came up with the fare amount and Administrator Ferbrache indicated it was a subjective amount but in line with the cost of a normal single trip of \$1.75 for fixed route bus service.

Motion to approve the recommendation by Chris Kauffman, ex-officio vote, and seconded by Laura Johnson. AYES: Semtner and Cooper.

2. Discuss and/or Recommend Plus Zone 2 Fare

Administrator Ferbrache clarified Zone 2 is outside of the federal mandate within $\frac{3}{4}$ of a mile of any fixed-route bus route and inside Oklahoma City. The objective of the budget is to keep all services, to do so would mean an increase of Zone 2 fare from \$7.00 to \$10.50 per trip (one-way) this is three times as much as Zone 1 of \$3.50 and approximately 12% of trips will be affected. Zone 2 trips, like all paratransit trips are curb-to-curb unless, reasonable accommodation is required then it would be door-to-door upon approval. Trustee Johnson mentioned EMBARK is not required to provide Zone 2 and Trustee Cooper asked how we decided on increasing the fare, which Administrator Ferbrache answered it was an early recommendation with the fare study. This will add an additional \$18,000 annually to revenue.

Motion to approve the recommendation by Laura Johnson and seconded by James Cooper. AYES: Semtner

3. Old Business

No old business discussed.

4. New Business

No new business discussed.

Transportation Committee adjourned at 3:46pm.

FINANCE COMMITTEE

Chairman Craig Freeman called the meeting to order at 3:46pm.

1. Discuss and/or Recommend FY2018 Budget and 5-year Capital Improvement Program

Administrator Ferbrache went over the proposed FY2018 budget of all combined services. The overall budget decreased by \$290K. The changes were discussed as follows:

- Reduction in general fund subsidy
 - Fare box and advertising revenue reduction
 - Elimination of Free Fare Fridays will increase revenue
 - Restore fare of Downtown Discovery will increase revenue
 - Increase fare to Zone 2 will increase revenue
 - Allocation of state subsidy from capital projects to capital maintenance
- Expenditure adjustments
 - Staff reorganization will cut 3.75 positions, which all but one are vacant positions currently
 - Maintenance/Utilities/Fuel reduction/Risk/Share-A-Fare
 - Parts was decreased by \$125,000 because of new buses this year parts should be less
 - FY18 reduction carried from FY17 of \$100,000 in fuel

The remaining general fund reduction to be offset by increasing the fund balance support portion of contingency (emergency reserve) funded by current revenue. Staff feels this is the best way to preserve services.

The general budget discussion then moved on to each of the service areas individually. The Capital Improvement Program was discussed. Staff expects a lot of construction in the next fiscal year and proposes FY18 to be \$17,191,186.

Motion to approve the recommendations by Laura Johnson and seconded by Chris Kauffman.
AYES: Freeman

2. Discuss and/or Recommend Downtown Discover Fare

Discussion of the Downtown Discover fare continued and approval sought from the Finance Committee.

Motion to approve the recommendations by Laura Johnson and seconded by Chris Kauffman.
AYES: Freeman

3. Discuss and/or Recommend Plus Zone 2 Fare

Discussion of the Plus Zone 2 fare continued and approval sought from the Finance Committee.

Motion to approve the recommendations by Chris Kauffman and seconded by Laura Johnson.
AYES: Freeman

4. Old Business

No old business discussed.

5. New Business

No old business discussed.

Finance committee adjourned at 4:22 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jason Ferbrache". The signature is written in a cursive style with a large initial "J".

Jason Ferbrache
Secretary

MINUTES
PARKING COMMITTEE MEETING
CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

April 26, 2017

COMMITTEE MEMBERS PRESENT:

Chris Kauffman, Parking Chair
Barney Semtner, Parking
Craig Freeman, Parking
Laura Johnson, Parking
David Greenwell

COMMITTEE MEMBERS ABSENT:

STAFF PRESENT:

Jason Ferbrache
Sheila Holmes
Kevin Mulcahy
Marsha Harrod
Michael Scroggins
Cory Hubert