

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

July 07, 2017

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

TRUSTEES ABSENT: David Greenwell

STAFF PRESENT: Jason Ferbrache
Marsha Harrod
Sheila Holmes
Larry Hopper
Kevin Mulcahy
Jeanne Smith
Cory Hubert
Jesse Rush
Eugene Fritz
Dennis Fry
Michael Scroggins
Hailey Rawson
Marilyn Dillon
Chris Bourke
Chip Nolen
Kari Shamblin

I. CALL TO ORDER

II. ITEMS FROM THE CHAIRMAN

III. CITIZENS TO BE HEARD

IV. APPROVAL OF MINUTES

- A. Approval of the Minutes of the COTPA Board Meeting on June 2, 2017

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

- B. Approval of the Amended Minutes of the Joint Transportation and Finance Committee Meeting on June 1, 2017

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

V. CONSENT DOCKET

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

- A. Approval of Transit Agreement with Rose State College for Fiscal Year 2017-2018
- B. Approval of Payment to the American Public Transportation Association for Fiscal Year 2018 Dues
- C. Adoption of Resolution of the Central Oklahoma Transportation and Parking Authority Board of Trustees Approving Amendment No. 3 and Extension of Agreement between the Central Oklahoma Transportation and Parking Authority and Mutual of Omaha
- D. Approval of Lease Agreement Extension with the University of Central Oklahoma at Santa Fe Plaza
- E. Approval of Grant Award Agreement with Areawide Aging Agency of Oklahoma, Inc. for Senior Transportation Services

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

APPROVED TO MOVE ITEM J TO END OF MEETING. Moved by Johnson, Seconded by Semtner. AYES: Bickham, Cooper, Freeman, Hill, Johnson, Kauffman, Semtner.

- A. Approval of Agreement (COTPA2018004) with the Community Action Agency of Oklahoma City, Oklahoma/Canadian Counties, Inc. for Senior Companion Transportation

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

- B. Approval of Contract COTPA2018005 with the Yellow Cab Company of Oklahoma, LLC for Social Services Transportation

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

- C. Approval of Contracts COTPA2018003 with the Community Action Agency of Oklahoma City, Oklahoma/Canadian Counties, Inc. and the Daily Living Centers, Inc. for Senior Non-Emergency Medical Transportation

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

Chairman Kauffman inquired if this service was to the client's home, Administrator Ferbrache asked Marilyn Dillon to answer from the podium. Ms. Dillon stated that it is at their home and if needed the driver can go to the door to assist or if they need more assistance they can utilize the RSVP service.

- D. Approval of the Central Oklahoma Transportation and Parking Authority Fiscal Year 2018 Operating Budget

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

Presented to Finance Committee on April 18, 2017 for review. As a reminder Administrator Ferbrache mentioned the City approval of budgets typically comes prior to bringing the final Operating budget to the COTPA board for approval because of the General Fund revenue that comes from the City.

- E. Approval of the Revised COTPA Five-Year Capital Improvement Plan for Fiscal Years 2017-2021

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

Presented to Finance Committee on April 18, 2017 for review. In answer to Chairman Kauffman's question if all future bus replacements will be CNG. Administrator Ferbrache stated that is the case unless we get grants for electric propulsion buses. Trustee Freeman asked if staff is counting on GO Bond, where Administrator Ferbrache replied yes, but COTPA does have some capital reserve funds if needed. Chairman Kauffman then asked if the five million dollars was the full cost or if matching funds were included, Administrator Ferbrache replied it was the full cost.

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

- F. Approval of Contract with Halff and Associates for Project MC-0590, On-Call Transportation Planning Services

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

- G. Adoption of Resolution for COTPA to Use the City of Oklahoma City's Professional Services Agreement between the Oklahoma City Municipal Facilities Authority and Alliant Insurance Services, Inc. to provide Fleet Insurance and Felonious Assault Insurance

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

- H. Approval of Professional Services Agreement with Caitlin Ford for Digital Media Development and Graphic Design Services

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

- I. Approval of Contract Awards for COTPA2018008, to Axletech International, LLC., Creative Bus Sales, Cummins Southern Plains, LLC., Janek Corporation, Muncie Transit Supply, Prevost Car (US), Inc., Ram Products, LTD. and Romaine Electric Corporation, for Parts and Service for the EMBARK Bus Fleet, Estimated Annual Cost \$550,000, July 1, 2017 through June 30, 2022; and Adoption of Resolution to Authorize the Open Market Purchase of Related OEM Parts and Services not Available on Contract COTPA2018008, Estimated Annual Cost \$200,000, July 1, 2017 through June 30, 2022

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

- J. Enter Into Executive Session with the Municipal Counselor to Discuss Settlement Offers for Claim No. BA-170227, as Authorized by 25 O.S. 2015 Supp. § 307(B)(4)

APPROVED TO MOVE ITEM TO END OF MEETING. Moved by Johnson, Seconded by Semtner. AYES: Bickham, Cooper, Freeman, Hill, Johnson, Kauffman, Semtner.

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period June 6 through June 27, 2017

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

VIII. RECEIVE FINANCIAL REPORTS

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Eleven Months ended May 31, 2017

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

**IX. RECEIVE PROGRAM REPORTS
(Notes: **Verbal reports to be given)**

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

- A. Transit System Report
- B. Streetcar Report**

Jesse Rush introduced Kharlie Barnaby, General Manager for Herzog and Jose Marquez, Safety Manager for Herzog. Trustee Johnson asked since staff will receive the final streetcar at the end of 2017, then what will happen before revenue starts. Mr. Rush said the streetcars will be stored at the S&MF facility and testing will be done during the period prior to revenue service beginning. Trustee Johnson asked how dependent we are on the Boulevard schedule and what the 28-day delay was from, Mr. Rush said the Boulevard schedule is very crucial and there are no anticipated issues on the schedule.

- C. Long-Range Plan Report
- D. Parking System Program Report**

Cory Hubert said a press release encouraging carpooling for the Garth Brooks concerts this weekend would be recommended. Trustee Johnson asked if the parking this weekend for this event included on-street parking, which Mr. Hubert answered that it excluded on-street parking and Devon parking.

- E. Marketing, Customer Relations and Technology Report
- F. Oklahoma River Cruises Report**

Chairman Kauffman asked how many bicycles we would need if additional locations were opened. Jeanne Smith said 12 bike stations that typically require eight bikes for each station but we are heavy on bikes so most likely will not have to order eight per station. Chairman Kauffman then asked where the proposed locations at Lake Hefner are and Ms. Smith responded near the restaurants near the trails. Trustee Cooper said there were so many people running around the river on July 4th that staff should consider running River Cruises on this date in future years. Wheeler District would like River Cruise Landing and Spokies stations and staff is aware for future capital improvements.

X. ITEMS FROM TRUSTEES

XI. ADJOURNMENT

Respectfully Submitted,



Jason Ferbrache
Administrator