

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION  
AND PARKING AUTHORITY MEETING**

January 05, 2018

---

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

**TRUSTEES ABSENT:**

**STAFF PRESENT:** Jason Ferbrache  
Kari Shamblin  
Chip Nolen  
Jesse Rush  
Cory Hubert  
Eugene Fritz  
Dennis Fry  
Larry Hopper  
Jeanne Smith  
Hailey Rawson  
Marsha Harrod  
Bryan Haskins

**I. CALL TO ORDER**

**II. ITEMS FROM THE CHAIRMAN**

- A. CNG Facility Presentation by Wendel Duchscherer Architects and Engineers PC.

Tony Kellen with Wendel Duchscherer Architects and Engineering PC delivered the Preliminary Engineering Report for the CNG Fueling Station and Maintenance Facility Upgrades.

Chairman Kauffman asked where the facility is in relation to Twin Creek flood plain. Administrator Ferbrache clarified that it lies just east of Miller. Mr. Kellen added that the detention pond, originally planned per City requirements, no longer has to be built primarily due to the Twin Creek flood plain.

Chairman Kauffman inquired if there is a plan already in place to allow other City vehicles to utilize the CNG facility. Administrator Ferbrache said it is expected and he also reminded the Board that funding for this project is Federal grant funds with an 80/20 match. Administrator Ferbrache recognized Eric Pollard from the Association of Central Oklahoma Governments for his help in receiving a Clean Cities grant that will be put toward this project as well. Mr. Ferbrache also expressed appreciation to Wendel for their help in the selection of a location for the facility that most efficiently facilitates vehicle movement presently and in the future.

Chairman Kauffman inquired about how many CNG buses EMBARK possesses. Mr. Ferbrache replied that EMBARK currently has 19 CNG buses, which is roughly 32% of the total fleet.

**III. CITIZENS TO BE HEARD**

Citizen Jeremy Moses, whom resides on the Southwest side of Oklahoma City near Southwest 119th Street at Western Avenue, entered a public comment in regards to the inaccessibility of EMBARK bus stops located at Southwest 104th Street at Western Avenue. Mr. Moses also stated that he submitted an online inquiry regarding this same bus stop. Mr. Moses states he was told that there are plans to make this bus stop wheelchair accessible, and it is not the only stop in the system. He also stated that another inaccessible stop is at Southwest 100th Street at Western and encouraged the COTPA Board of Trustees to make these locations a top priority.

Mr. Moses also inquired about how to qualify for Para transit services through EMBARK.

Trustee Greenwell added to Mr. Moses' comments about the difficulty of each of the locations Mr. Moses brought up. Chairman Kauffman asked about the plans in place to bring all the stops up to Federal ADA (Americans with Disabilities Act) requirements. Administrator Ferbrache stated that through surveys from customers and EMBARK's own analysis, EMBARK has identified bus stops in need of the upgrades and are being addressed as quickly as possible. Mr. Ferbrache also added that there are over 1,200 bus stops located throughout Oklahoma City and addressing them will take time and resources. He added that the approach to upgrade existing locations to meet ADA requirements is a multifaceted approach; one that will leverage several sources, such as the Bond initiative recently approved that will add \$4 million dollars to be utilized for upgrades and improvements. Mr. Ferbrache also stated that the most recent Advertising agreement for bus bench and shelter advertising will allow for some money to be earmarked for upgrades as well.

Mr. Ferbrache also referenced a bus stop priority list that was developed and is maintained regularly with the help of the Scheduling Manager, Chip Nolen. He stated the stops are prioritized on the list by Boardings and Alightings. Mr. Ferbrache also stated that EMBARK will review this list to see where the two locations Mr. Moses brought up are prioritized.

Chairman Kauffman inquired if there were any coordination between the sidewalk MAPS project and EMBARK for existing bus stops to be upgraded to meet Federal ADA requirements if the new sidewalk impacts a bus stop. Mr. Ferbrache answered affirmatively that there has been coordination between the two departments. Trustee Johnson added that the Planning Department has been working for the past two years on a Bicycle and Pedestrian Plan for Oklahoma City that clearly defines criteria and priorities for both bicycle and pedestrian access. Mrs. Johnson also explained that the plan helps prioritize access to transit routes for new sidewalks and ADA accessibility construction projects.

Trustee Greenwell encouraged Administrator Ferbrache to ensure sidewalk accessibility to the specific stops Mr. Moses brought to the Board's attention and move these stops up on the priority list.

Trustee Cooper suggested Mr. Moses research the most recent Bond initiative and the coming improvements in Oklahoma City's infrastructure.

**IV. APPROVAL OF MINUTES**

- A. Approval of the Minutes of the COTPA Board Meeting Held on December 15, 2017.

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

**V. CONSENT DOCKET**

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

- A. Adopt Resolution Waiving Formal Bidding Procedures, Designating Waggoner's Mechanical Services as Sole Source Contractors, Approving the Award of an Informal Contract to Waggoner's Mechanical Services for Project No. MB-1409, Arts District Parking Garage Mechanical Improvements, 431 W Main Street in the Amount of \$53,921.12; and Approving Contract.
- B. Approval of Amendment No. 6 to Contract for Architectural and Engineering Services, with Frankfurt Short Bruza, PC. for Project Nos. WM-0144/SM-0222, Utilities Department Space Planning Study, WM-0242, Exterior Improvements, and MB-1342, Exterior Renovations of One North Walker Parking Garage (Sheridan-Walker Garage), 501 West Sheridan Avenue.

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

**VII. RATIFICATION OF CLAIMS AND PAYROLL**

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

- A. Ratification of Payroll and Vendor Claims for the Period December 5 through December 28, 2017

**VIII. RECEIVE FINANCIAL REPORTS**

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

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Five Months Ended November 30, 2017.

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

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

- A. Transit System Report
- B. Oklahoma City Streetcar Report \*\*
- C. Long-Range Planning Report
- D. Parking System Report \*\*
- E. Marketing, Customer Relations and Technology Report
- F. Oklahoma River Cruises and Spokies Report \*\*

**X. ITEMS FROM TRUSTEES**

**XI. ADJOURNMENT**

Respectfully Submitted,



Jason Ferbrache  
Administrator