

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION  
AND PARKING AUTHORITY MEETING**

**April 06, 2018**

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

**TRUSTEES ABSENT:** David Greenwell

**STAFF PRESENT:** Jason Ferbrache  
Iris Newman  
Kari Shamblin  
Justin Broesel  
Cory Hubert  
Michael Scroggins  
Kevin Mulcahy  
Jesse Rush  
Marilyn Dillon  
Dennis Fry  
Eugene Fritz  
Larry Hopper  
Jeanne Smith  
Melisa Rousey  
Chris Bourke  
Suzanne Wickenkamp

- I. CALL TO ORDER**
- II. ITEMS FROM THE CHAIRMAN**
- III. CITIZENS TO BE HEARD**
- IV. APPROVAL OF MINUTES**

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

- A. Approval of the Minutes of the COTPA Board Meeting Held on March 2, 2018.

**V. CONSENT DOCKET**

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

- A. Approval of Permanent Easement Between the Central Oklahoma Transportation and Parking Authority and the City of Oklahoma City, South of NE 50th Street and West of I-35.
- B. Approve Contract Renewal for Public Relations & Marketing Services (COTPA 2014022) with Anglin Public Relations. Estimated cost \$100,000 annually, April 30, 2018 through May 1, 2019.
- C. Approve Contract Renewals for Printing Services (COTPA 2016028) with The Oklahoman Media Co., Southwestern Stationery & Bank Supply, and Sermar Printing, Estimated Cost \$50,000 Annually, April 30, 2018 Through May 1, 2019.
- D. Approval of Lease Agreement with Lanier Law Firm, P.C., June 1, 2018 through May 31, 2023.
- E. Resolution of The Central Oklahoma Transportation and Parking Authority Board of Trustees Regarding Amendment of The Central Oklahoma Transportation and Parking Authority Pension Plan and Related Trust (The "Plan") with Respect to the Method by which Contributions to the Central Oklahoma Transportation and Parking Authority Pension Fund (The "Fund") are to be Repaid; Authorization for the Proper Officers to do All Things Necessary and Proper to Keep the Plan in Compliance; Authorization to Deliver an Executed Amendment to BOKF, NA DBA Bank of Oklahoma or Any Successor Custodian Bank; and Authorization to Notify All Employees Covered by the Plan Concerning This Amendment.
- F. Approve Agreement with Oklahoma Natural Gas (ONG) for Installation of 1,250 Feet of 12" Natural Gas Main, 100 Feet of Natural Gas Service Line and One Meter to Serve EMBARK's CNG Fueling Station
- G. Resolution Authorizing the Open Market Purchase of Media Services for Fiscal Year 2018-19, Estimated Cost \$125,000.00, July 1, 2018 through June 30, 2019.
- H. Approval of Interlocal Cooperation Agreement Between the Central Oklahoma Transportation and Parking Authority (COTPA) and The City of Oklahoma City, Term of Five Years from the Day Approved by Oklahoma City Council.

## VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Approval of Final Plans and Bidding Documents for Project No. MC-0564, EMBARK CNG Fueling Station Facility and Authorize the Administrator to Advertise and Release the Bidding Documents.

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

- B. Resolution Detailing Public Hearing Regarding Changes to the Route 050 Route and Schedule; Addition of Weeknight Service to Route 022; Qualification for Reduced Fare Benefits, Based on Age, will Increase to Age 65 from Age 60; Eliminate the Issuance of Fare Change Cards from Fare Boxes from Fixed-Route Buses; Establish all Existing Fixed-Route Bus Passes as Universal Passes; Establish a Universal Annual Pass; and Establish a Downtown Circulator Fare Schedule.

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

Public Information and Marketing Manager Michael Scroggins presented information during this, the sixth, Public Hearing regarding these changes.

Mr. Jeremy Moses commented on the proposal to add weeknight service to Route 22. He strongly believes there is a need for it, since he recently discovered that there was no way for him to get to the Greyhound Bus Station from his home on S. Western Ave.

Mr. Taylor Doe brought to the attention of the Board his opinion on the relationship between transportation and employment. He stated his support for Route 22 being available until midnight and how that would positively impact his students and their families.

Trustee James Cooper reiterated Mr. Doe's conclusion that more routes that are available until midnight would positively impact the community and Route 22 is the next step in the right direction for transportation. Trustee Cooper also expressed his appreciation to Mr. Moses for his comments.

Trustee Laura Johnson asked Mr. Scroggins to describe the comments, attendance and feedback from the previous Public Hearings. Mr. Scroggins explained that there would be a report detailing these requests that will be brought to the Board.

Trustee Cooper inquired as to the education effort for the community regarding the elimination of Change Cards and complimented Embark on allowing seniors that currently qualify for reduced fare benefits to continue to receive those benefits. Mr. Scroggins reprised the change cards would remain active until the end of the following fiscal year, currently June 30, 2019. Mr. Scroggins also stated no new change cards would be issued after June 29, 2019. Mr. Scroggins also added that comments from the public were in favor of this change due to issues they personally experienced while using the change cards and the educational effort will be robust to ensure the public is aware exact change is needed when boarding the bus.

- C. Resolution Authorizing the Administrator of the Central Oklahoma Transportation and Parking Authority to Provide Subcontractor Approval to Herzog Transit Services, Inc. (COTPA2017004) for the Operation and Maintenance of the Oklahoma City Streetcar System.

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

- D. Approve Plans and Specifications for Project MB-1343, Santa Fe Parking Garage, 1 Santa Fe Plaza, White Box & Tenant Improvements and Authorize Administrator to Advertise for Bids.

APPROVED. Moved by Johnson, Seconded by Bickham. 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 6 through March 27, 2018.

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

## VIII. RECEIVE FINANCIAL REPORTS

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Eight Months Ended February 28, 2018.

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

## IX. RECEIVE PROGRAM REPORTS (Notes: \*\*Verbal Report to be Given)

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

- A. Transit System Report

- B. Streetcar Report\*\*

Streetcar Operations Manager Jesse Rush presented the Streetcar Report. Chairman Kauffman requested a copy of Standard Operations Procedures status report in future Board books. Mr. Rush replied yes. Trustee Laura Johnson inquired about the precautions for the Memorial Marathon. Mr. Rush replied that there will be barricades as well as construction plates with anti-skid tape on them for the safety of the runners. Trustee Johnson then inquired about the in-ground streetcar tracks being a hazard for cyclists and Mr. Rush answered that there will be safety messaging well in advance to inform citizens. Trustee Steve Hill asked Mr. Rush to define completion of the streetcar project. Mr. Rush replied when the track is imbedded in the ground and could be opened to through traffic.

- C. Long Range Plan Report

- D. Parking System Program Report\*\*

Parking Operations Manager Cory Hubert presented the Parking Report. Trustee Craig Freeman asked if there would be more consistent striping in the compact car zone. Mr. Hubert said yes, and the numbering would remain the same. Trustee Cooper asked how parking customers will know if a space is reserved. Mr. Hubert responded there is a industry-wide standard and there has never been any issues with this in the past. Mr. Hubert also stated the current 90-degree spaces will be wider. Chairman Kauffman asked if all the garages will have signs. Mr. Hubert responded, yes.

E. Marketing, Customer Relations and Technology Report

F. Oklahoma River Cruises and Spokies Report\*\*

River Transit Manager Jeanne Smith presented the Oklahoma River Cruises and Spokies Report. Chairman Kauffman inquired about a newspaper article about an individual bringing bicycles into Oklahoma City. Ms. Smith answered that the individual is Ryan Fogle with Ride OKC who plans to initiate bicycle tours.

**X. ITEMS FROM TRUSTEES**

**XI. ADJOURNMENT**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jason Ferbrache", is enclosed in a thin black rectangular border.

Jason Ferbrache  
Administrator