

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION  
AND PARKING AUTHORITY MEETING**

**October 05, 2018**

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**TRUSTEES PRESENT:** David Greenwell, Chairman Pro Tem  
James Cooper  
Craig Freeman  
Steve Hill  
Laura Johnson

**TRUSTEES ABSENT:** Chris Kauffman, Chairman  
Barney Semtner, III, Vice Chairman  
Kay Bickham

**STAFF PRESENT:** Jason Ferbrache  
Justin Brosel  
Iris Newman  
Cory Hubert  
Jesse Rush  
Jeanne Smith  
Marsha Harrod  
Chris Bourke  
Eugene Fritz  
Dan McKeehan  
Mike Shaw  
Kevin Mulcahy  
Suzanne Wickenkamp  
Chip Nolen  
Michael Scroggins  
Larry Hopper  
Wiley Williams

**GUESTS PRESENT:** Brian Comer  
Danny O'Connor  
Bill Crum

**I. CALL TO ORDER**

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

Administrator Ferbrache called the meeting to order.

The Board elected Trustee Greenwell as the Chairman Pro Tem, due to the absence of Chairman and Vice Chairman.

**II. ITEMS FROM THE CHAIRMAN**

Brian Comer with the HNTB Consultant Services gave a presentation. Mr. Comer explained the scope of work and their tasks relating to moving the Northwest Corridor BRT project forward.

**III. CITIZENS TO BE HEARD**

**IV. APPROVAL OF MINUTES**

- A. Approval of the Minutes of the COTPA Board Meeting Held on September 7, 2018.

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

**V. CONSENT DOCKET**

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

- A. Resolution Authorizing Free Rides for Armed Forces Veterans on any Fixed-Route Bus Route and in the EMBARK Plus Zone 1 ADA Paratransit Service Area on Monday, November 12, 2018.
- B. Approval of Amendment No.1 to the Contract for Architectural Services with Beck Design for Project MB-1343, Santa Fe Parking Garage, White Box & Tenant Improvements Contract Document Revisions, \$11,290.
- C. Approval of Agreement with the Arts Council of Oklahoma City to Allow Opening Night Activities in the Sheridan/Walker Parking Garage on December 31, 2018.
- D. Approval of First Amendment to Real Estate Purchase Agreement for the Santa Fe Plaza Parking Garage.

Trustee Greenwell announced that Item VI.D. will be deferred.

Trustee Johnson motioned that Item VI.D. be moved to the next COTPA meeting.

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

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Approval of Lease Agreement with the University of Central Oklahoma at Santa Fe Plaza, Estimated Annual Revenue \$224,788.80, Initial Term 10 years.

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

Parking Operations Manager Cory Hubert highlighted terms of the lease agreement with the University of Central Oklahoma.

- B. Adopt Resolution to Utilize City Contract MC-0583 with Enercon Services, Inc. for Removal of Asbestos Containing Material Services and Issue Notice to Proceed for Project MB-1468 at the Santa Fe Plaza Parking Garage.

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

Parking Operations Manager Cory Hubert spoke about the contract with Enercon Services and abating the asbestos containing material found at the Santa Fe Plaza Parking Garage.

- C. Approval of Public Art Commission Agreement with Adam Smith for a Mural on the Exterior of the Sheridan Walker Parking Garage in the Amount of \$21,500 to be Completed no later than November 2, 2018.

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

Trustee Johnson Moved that the agreement be amended to allow for an extension of the completion date from November 2nd, due to weather, with the Administrators approval.

The amendment was Moved by Johnson, Seconded by Freeman. AYES: Cooper, Hill and Greenwell.

Parking Operations Manager Cory Hubert presented a Power Point image of the Mural and explained the timeline of the project.

Trustee Johnson asked if the November 2nd completion date could be extended due to the forecast of rainy weather.

Chairman Pro Tem Greenwell asked if the agreement could be modified to allow for additional days due to weather.

- D. Approval of Contract with the HNTB Corporation for Consultant Services to Prepare NEPA Clearance Documents for a High Capacity Transit Project (MC-0619), Estimated Cost \$365,000, Term October 5, 2018 through April 15, 2019

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

Administrator Ferbrache offered a few additional details about the competitive selection process used to select HNTB. Mr. Ferbrache mentioned the timeline of October 5th through April 15th and the estimated cost of \$365,000.00 for this part of the project. Mr. Ferbrache also mentioned the request for authorization of up to \$465,000.00 to cover the possibility of additional findings during the project.

Trustee Johnson asked if the completion of the work would give us an advantage in our BUILD Grant application and show evidence of our commitment.

Administrator Ferbrache explained that the completion of this project will put us in line with what we proposed in the BUILD Grant along with giving us an advantage with capital improvement programs and other grants available through the FTA.

Trustee Johnson asked when will hear about the BUILD Grant.

Administrator Ferbrache thinks it should be around December.

Chairman Pro Tem Greenwell inquired about the timing of the project.

Administrator Ferbrache replied 2022 for project launch.

Trustee Cooper asked Mr. Comer about the mentioning of Historical sites during his presentation.

Mr. Comer explained coordinating with the Historical Preservation office to ensure that the visual aesthetics fit within the Historical areas.

- E. Award Contract to Staplegun for Marketing and Development Services; Estimated Annual Expenditure \$350,000; Term October 5, 2018 through October 4, 2023.

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

Administrator Ferbrache mentioned the estimated cost of \$350,000.00 annually is spread across all of our family of services. Mr. Ferbrache pointed out that the contract the Trust is asked to consider today is for the Marketing and Development piece going to Staplegun and that the proposal for Public Relations is still being evaluated. Mr. Ferbrache also mentioned that a complete selection process was used, and he mentioned Trustee Bickham's involvement in that selection process.

Chairman Pro Tem Greenwell if there will be a process in educating the public about the Streetcar.

Administrator Ferbrache replied yes.

#### **VII. RATIFICATION OF CLAIMS AND PAYROLL**

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

Administrator Ferbrache commented on a few items of the of the Financial Report.

- A. Ratification of Payroll and Vendor Claims for the Period from September 4 through September 25, 2018

#### **VIII. RECEIVE FINANCIAL REPORTS**

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

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual For the Two Months Ended August 31, 2018.

#### **IX. RECEIVE PROGRAM REPORTS**

- A. Transit System Report

- B. Streetcar Report\*\*

Presentation by Streetcar Operations Manager Jesse Rush.

Trustee Cooper asked if there would be any public education about connecting to the Oklahoma Streetcar by other means of transportation.

Mr. Rush replied that there is a video about how to ride and that they will be meeting with the public to explain how the system works.

C. Long Range Planning Report

D. Parking System Report\*\*

Presentation by Parking Operations Manager Cory Hubert.

E. Marketing, Customer Relations and Technology Report

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

Presentation by Oklahoma River Cruises and Spokies Operations Manager Jeanne Smith.

Trustee Cooper asked if an infrastructure, such as a dock for scooters and bikes, is a solution for the two to co-exist.

Ms. Smith replied that, so far, the co-existence hasn't presented a problem for us, however, bike lanes are important to have for scooters and bicycles.

Trustee Johnson added that with the GPS and applications available for scooters and bike shares, the need for a co-existent dock isn't necessary, however, there are other infrastructure issues being discussed, to make pedestrian and bike lane improvements.

Trustee Cooper asked if there were any discussions about scooters being left on the sidewalks.

Trustee Johnson mentioned that there is a provision in an ordinance, requiring the scooter companies to educate their riders about where it is appropriate to leave the scooters without obstruction.

**X. ITEMS FROM TRUSTEES**

**XI. ADJOURNMENT**

Respectfully Submitted,



Jason Ferbrache  
Administrator