

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

June 07, 2019

TRUSTEES PRESENT: Chris Kauffman, Chairman
Bernard Semtner, III, Vice Chairman
Kay Bickham
James Cooper
Kenton Tsoodle
Steve Hill
Laura Johnson

TRUSTEES ABSENT: David Greenwell

STAFF PRESENT: Jason Ferbrache
Jesse Rush
Caitlin Ford
Hailey Rawson
Chris Bourke
Michael Scroggins
Jeanne Smith
Kevin Mulcahy
Cory Hubert
Eugene Fritz
Marilyn Dillon
Melisa Rousey
Kristen Torkelson
Mike Shaw
Larry Hopper
Chip Nolen
Iris Newman

I. CALL TO ORDER

II. ITEMS FROM THE CHAIRMAN

A presentation was given by eighth grade students from Westminster Schools and teacher, Bob Vernon.

Chairman Kauffman read a letter from the students requesting discounted bus passes for transportation for people living in poverty. Chairman Kauffman stated that he will recommend to the trust that they provide discounted passes.

A Power Point presentation was given by Jim Lewellyn with the Public Works Department. Mr. Lewellyn gave an update on the construction of the CNG Fueling station.

Chairman Kauffman asked if the station will be used for other City of OKC vehicles. Mr. Lewellyn replied that it will only be used for COTPA at this time.

III. CITIZENS TO BE HEARD

IV. APPROVAL OF MINUTES

Moved by Semtner, Seconded by Johnson. AYES: Bickham, Cooper, Hill, Kauffman and Tsoodle.

- A. Approval of the Minutes of the COTPA Board Meeting Held on May 3, 2019
- B. Approval of the Minutes of the Joint Parking and Finance Committee Meeting Held on May 23, 2019
- C. Approval of the Minutes of the Joint Transportation and Finance Committee Meeting Held on June 4, 2019

V. CONSENT DOCKET

Moved by Bickham, Seconded by Cooper. AYES: Hill, Johnson, Semtner, Tsoodle and Kauffman

- A. Approval of Resolution Adopting the Attached Revision to the COTPA's Complimentary Pass Policy for Public Transportation Services.
- B. Approval of Agreement with SendaRide, Inc. for Senior STEP Grocery Shopping Transportation, Senior Congregate Meal Transportation, Social Service Transportation, Senior Interim Urgent Need and Medical Transportation, and the Share-A-Fare Program, Estimated Cost \$50,000, Retroactive May 3, 2019 through June 30, 2019.
- C. Approval of Agreement with SendaRide, Inc. for the EMBARK Well Senior Wellness Transportation Pilot Program (COTPA2019022), Estimated Cost \$46,400 Annually, Effective July 1, 2019 to June 30, 2020.
- D. Approval of Grant Award Agreement with Areawide Aging Agency of Oklahoma, Inc. for Senior Transportation Services, Estimated Cost \$25,000, Estimated Revenue \$254,972, July 1, 2019 to June 30, 2020.

- E. Approval of Renewal Agreement with Daily Living Centers, Inc. for Senior Day Services Transportation for Individuals with Disabilities and Seniors Participating in Programs Offered by the Daily Living Centers, Estimated Cost \$12,000, Term July 1, 2019 through June 30, 2020.
- F. Approval of Parking Agreement with the City of Oklahoma City for Parking Services, July 1, 2019 through June 30, 2020, Estimated Revenue \$1,000,000.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Request for Approval of Donation Agreement with Hobby Lobby where COTPA Will Receive One Acre of Land Near Hamby Dr. and Reno to Construct a Bus Transit Hub.

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

Administrator Ferbrache explained that this project will allow us to continue to move forward with some of the Transit System Analysis recommendations. Administrator Ferbrache explained that this bus transit hub is the second busiest stop in the EMBARK system with over 300 passengers boarding a day.

- B. Resolution Authorizing the Administrator to Negotiate the Purchase of 1.19 Acres of Undeveloped Land Adjacent to One Acre of Land Being Donated to COTPA for the Construction of a Transit Hub.

Moved by Johnson, Seconded by Cooper. AYES: Bickham, Hill, Kauffman, Semtner and Tsoodle.

Administrator Ferbrache explained that being able to secure this 1.19 acres of land in addition to the 1 acre that Hobby Lobby is wanting to donate to COTPA, will set us up for future expansion. Administrator Ferbrache highlighted the terms of the agreement and mentioned that at this point, there are no costs associated with either one of these items.

- C. Approval of Memorandum of Agreement Between the Oklahoma City Economic Development Trust, and The Central Oklahoma Transportation and Parking Authority, For the Santa Fe Parking Garage Project MB-1343 to Reimburse COTPA \$1,250,000.

Moved by Semtner, Seconded by Bickham. AYES: Cooper, Hill, Johnson, Kauffman, and Tsoodle.

Administrator explained that this agreement is the final stage in the process that began in 2016 when we were looking at improvements to Santa Fe Garage for UCO tenant space.

Chairman Kauffman asked if the 1,250,000 reimbursement was included in the budget discussions.

Administrator Ferbrache replied yes.

- D. Resolution Authorizing the Administrator to Negotiate a Contract with the Recommended Top Ranked Firm, Request for Qualifications (MC-0619), for Engineering Design Services for the Northwest Bus Rapid Transit Project; and Authorizing the Administrator to negotiate a contract with the Recommended Next Ranked Firm, if contract cannot be negotiated with the Top Ranked Firm, estimated cost not to exceed \$1,900,000.

Moved by Cooper, Seconded by Bickham. AYES: Hill, Johnson, Kauffman, Semtner and Tsoodle.

Administrator Ferbrache explained the process of working with Public Works and a selection committee to select HNTB as the Architectural Engineering firm for continuation of the NW Bus Rapid Transit project. Mr. Ferbrache mentioned that funding will be a combination of federal grants and our transit capital reserves.

- E. Change Order No.4 for Project No. MB-1343, Santa Fe Parking Garage, White Box & Tenant Improvements, \$12,698.00.

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

Administrator Ferbrache stated that with this change order, our targeted completion date is still July 19. Administrator Ferbrache explained that there are nine items in this change order and it will put us 6,500 over the original contract amount of over 2.7 million.

- F. Approval of Agreement with the Community Transportation Association of America for the Provision of Transportation Services and Administrative Oversight of the Arnall Family Foundation Transportation Innovation Grant Entitled "Increasing Successful Foster Care Parent-Child Reunifications in Oklahoma County Through Innovative Transportation Delivery", Estimated Cost \$100,000, Estimated Revenue \$100,000, Retroactive April 15, 2019 through April 15, 2020.

Moved by Johnson, Seconded by Hill. AYES: Bickham, Cooper, Kauffman, Semtner and Tsoodle.

Administrator Ferbrache explained our role in partnering with CTAA will be to manage transportation services and grant oversight.

- G. Adopt the Central Oklahoma Transportation and Parking Authority Fiscal Year 2020 Operating Budget.

Moved by Tsoodle, Seconded by Cooper. AYES: Bickham, Hill, Johnson, Kauffman and Semtner.

Administrator Ferbrache explained the breakdown of our operating budget for FY2020. The budget was approved by the Finance Committee on June 4, 2019.

- H. Approval of the COTPA Five-Year Capital Improvement Plan Updated for Fiscal Years 2019-2023.

Moved by Johnson, Seconded by Semtner. AYES: Bickham, Cooper, Hill, Kauffman, and Tsoodle.

Administrator pointed out some highlights of the Five-Year Capital Improvement Plan. This plan was also approved by the Finance Committee on June 4, 2019.

- I. Approval of 90% Plans and Specifications for Project No. MB-1413, Convention Center Parking Garage and Authorizing the Administrator to Approve Final Plans and Advertise and Release the Bidding Documents. Estimated Cost, \$28,900,000.

Moved by Cooper, Seconded by Semtner. AYES: Bickham, Hill, Johnson, Kauffman, and Tsoodle.

Administrator Ferbrache commented on the 90% plan for the design of the Convention Center Parking Garage. Administrator Ferbrache stated that we anticipate being able to award a construction contract in August. The majority of the funding will come from the proceeds of the sale of the Santa Fe Parking Garage.

- J. Enter into Executive Session on Advice of the Municipal Counselor to Receive Confidential Communications from its Attorney Concerning Settlement of Claim No. BA-19-0098, as Authorized by 25 O.S. (2017 Supp.) § 307 (B)(4), because Disclosure Would Seriously Impair the Ability of the Public Body to Conduct Settlement Discussions in the Public Interest.

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

Motion to move item to the end of the meeting by Kay Bickham, seconded by James Cooper. YES votes by Semtner, Tsoodle, Hill, Kauffman and Johnson.

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period May 7 through May 28, 2019

VIII. RECEIVE FINANCIAL REPORTS

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

Administrator Ferbrache commented on financials, touching on Transportation, Parking and Streetcar.

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Ten Months Ended April 30, 2019

IX. RECEIVE PROGRAM REPORTS

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

Presentation by Streetcar Operations Manager Jesse Rush.

Trustee Johnson asked if we anticipate or has there been any accidents with the use of the Transit Signal Prioritization (TSP) application.

Mr. Rush replied that we haven't experienced any accidents as a result of implementing TSP.

- C. Long Range Plan Report**

Presentation by Principal Planner Larry Hopper.

- D. Parking System Report
- E. Marketing, Customer Relations, and Technology Report**

Presentation by Public Information and Marketing Manager Michael Scroggins.

- F. Oklahoma River Cruises and Spokies Report

X. ITEMS FROM TRUSTEES

XI. ADJOURNMENT

Respectfully Submitted,

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

Jason Ferbrache
Administrator