

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION  
AND PARKING AUTHORITY MEETING**

**August 02, 2019**

---

**TRUSTEES PRESENT:** Chris Kauffman, Chairman  
Kay Bickham  
James Cooper  
Brent Bryant  
Laura Johnson

**TRUSTEES ABSENT:** Bernard L. Semtner, III, Vice Chairman  
David Greenwell  
Steve Hill

**STAFF PRESENT:** Jason Ferbrache  
Caitlin Ford  
Marilyn Dillon  
Stephanie Thompson  
Jeanne Smith  
Cory Hubert  
Jesse Rush  
Molly Raney  
Kevin Mulcahy  
Dennis Fry  
Eugene Fritz  
Michael Scroggins  
Larry Hopper  
Frances Kersey  
Kristen Torkelson  
Suzanne Wickenkamp  
Jill Burnett  
Iris Newman

**GUESTS PRESENT:** Danny O'Connor

**I. CALL TO ORDER**

**II. ITEMS FROM THE CHAIRMAN**

- A. Swearing in of Brent Bryant to the Central Oklahoma Transportation and Parking Authority Board of Trustees.

Brent Bryant, Finance Director was sworn in to the COTPA Board of Trustees by Frances Kersey, City Clerk.

**III. CITIZENS TO BE HEARD**

**IV. APPROVAL OF MINUTES**

- A. Approval of the Minutes of the COTPA Board Meeting Held on July 12, 2019.

Moved by Cooper, Seconded by Bickham. AYES: Johnson, Kauffman and Bryant.

**V. CONSENT DOCKET**

Moved by Johnson, Seconded by Cooper. AYES: Bickham, Kauffman and Bryant.

- A. Approval of Agreement to Renew with the City of Moore to Provide Matching Funds for Senior Non-Emergency Medical Transportation, Estimated Revenue \$15,000, Retroactive to July 1, 2019 through June 30, 2020.
- B. Approval of Agreement for Transit Service with the City of Midwest City Retroactive to July 1, 2019, \$171,299 in Revenue, Term July 1, 2019 through June 30, 2020.
- C. Approval of Contract with Allen, Gibbs & Houlik, L.C. to Serve as External Auditor for Fiscal Year 2019 with an estimated cost of \$50,910.
- D. Approve Joint Resolution of The Oklahoma City Water Utilities Trust with the Central Oklahoma Transportation and Parking Authority and the City of Oklahoma City, Authorizing the Oklahoma City Water Utilities Trust General Manager, the Central Oklahoma Transportation and Parking Authority Administrator, and the Public Works Director to Develop an Agreement to Transfer Trust Property and Construct a Bus Rapid Transit Site Located Near Northwest Expressway and Meridian Avenue.
- E. Rescind Approval of the Memorandum of Agreement Between State of Oklahoma Department of Transportation and Central Oklahoma Transportation and Parking Authority Previously Approved on May 3, 2019, and Approve this Memorandum of Agreement for the Relocation of the Telecommunications Hut Currently located at Southwest 4th Street and Shields Boulevard, Estimated Cost \$37,000.

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Approval of Contract with HNTB Corporation for Engineering Design Services for the Northwest Bus Rapid Transit Project (MC-0619), Estimated Cost \$1,474,800, August 2, 2019 through December 31, 2023.

Moved by Bickham, Seconded by Cooper. AYES: Johnson, Kauffman and Bryant.

- B. Approval of Resolution Authorizing the Administrator to Negotiate and Execute Contracts for Transportation Services in Support of the Arnall Family Foundation

Transportation Innovation Grant Project Entitled "Increasing Successful Foster Care Parent-Child Reunifications in Oklahoma County Through Innovative Transportation Delivery" under COTPARFP-2020007, Estimated Cost \$60,000, Estimated Revenue \$60,000, Term September 1, 2019 through June 30, 2020.

Moved by Johnson, Seconded by Cooper. AYES: Bickham, Kauffman and Bryant.

- C. Adoption of the Central Oklahoma Transportation and Parking Authority Fiscal Year 2019 Amended Operating Budget, Increase of \$246,764 to \$64,620,079.

Moved by Bickham, Seconded by Johnson. AYES: Cooper, Kauffman and Bryant.

- D. Approval of Interlocal Agreement for Provision of Transportation Services with the City of Norman for EMBARK to Provide Fixed Route and Paratransit Bus Service, August 2nd, 2019 through June 30, 2020, Automatically Renewable Subject to Mutual Agreement of Renewal Year's Annual Cost, Estimated Cost of Service Revenue \$2,428,293 and Estimated Start-Up Expense Reimbursement Revenue \$1,218,646.

Moved by Cooper, Seconded by Johnson. AYES: Bickham, Kauffman and Bryant.

- E. Rejecting Bids, Approving Final Plans and Specifications to be Advertised for Bids, MC-0622 Revised Ferry Landing and Terminal Upgrades, Oklahoma River Meridian Landing, Stockyards Landing, and Exchange Landing.

Moved by Bickham, Seconded by Bryant. AYES: Cooper, Johnson, Kauffman.

- F. Ratifying and Approving Addenda No. 1 and 2; Adopting Resolution Awarding Contract to Manhattan Construction Company in the Amount of \$23,581,030.89 as the Lowest Responsible Bidder for Project No. MB-1413, Convention Center Parking Garage; Assigning Professional Services Industries, Inc. as Testing Laboratory; and Authorizing the Administrator to Approve Contract and Bonds Upon Return from the Bidder.

Moved by Bryant, Seconded by Johnson. AYES: Bickham, Cooper and Kauffman.

- G. Approval of Final Plans and Bidding Documents for Project MB-1453, Public Parking Garage Signs and Authorize the Administrator to Advertise and Release the Bidding Documents.

Moved by Bickham, Seconded by Cooper. AYES: Johnson, Kauffman and Bryant.

- H. Change Order No. 6 for Project No. MB-1343, Santa Fe Parking Garage, White Box & Tenant Improvements, \$14,976.78.

Moved by Cooper, Seconded by Johnson. AYES: Bickham, Kauffman and Bryant.

**VII. RATIFICATION OF CLAIMS AND PAYROLL**

Moved by Johnson, Seconded by Bryant. AYES: Bickham, Cooper and Kauffman.

- A. Ratification of Payroll and Vendor Claims for the Period July 1 through July 30, 2019

**VIII. RECEIVE FINANCIAL REPORTS**

Moved by Bryant, Seconded by Bickham. AYES: Cooper, Johnson and Kauffman.

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual For the Twelve Months Ended June 30, 2019

**IX. RECEIVE PROGRAM REPORTS**

- A. Transit System Report\*\*

Presentation by Assistant Director Kevin Mulcahy.

- B. Streetcar Report\*\*

Presentation by Streetcar Operations Manager Jesse Rush.

- C. Long Range Plan Report
- D. Parking System Program Report
- E. Marketing, Communications, and Technology Report
- F. Oklahoma River Cruises and Spokies Report
- G. Mobility Management Report\*\*

Presentation by Special Services Manager Marilyn Dillon.

**X. ITEMS FROM TRUSTEES**

Administrator Ferbrache shared a positive experience with a customer while riding the streetcar. Mr. Ferbrache also mentioned the importance of customer service in relation to communicating with customers if there's a delay in service.

Chairman Kauffman welcomed Brent Bryant to his first Trust meeting.

**XI. ADJOURNMENT**

Respectfully Submitted,



Jason Ferbrache  
Administrator