

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

December 06, 2019

**(The agenda was filed with the City Clerk of The City of Oklahoma City at 8:18 a.m.
December 5, 2019)**

TRUSTEES PRESENT:

**Chris Kauffman, Chairman
Bernard L. Semtner, III, Vice Chairman
Kay Bickham
James Cooper
Brent Bryant
David Greenwell
Steve Hill
Laura Johnson**

STAFF PRESENT:

**Jason Ferbrache
Caitlin Ford
Stephanie Thompson
Jesse Rush
Cory Hubert
Dennis Fry
Hailey Rawson
Jeanne Smith
Michael Scroggins
Melisa Rousey
Chris Bourke
Suzanne Wickenkamp
Larry Hopper
Chip Nolen
Iris Newman**

I. CALL TO ORDER

II. ITEMS FROM THE CHAIRMAN

III. CITIZENS TO BE HEARD

IV. APPROVAL OF MINUTES

- A. Approval of the Minutes of the COTPA Board Meeting Held on November 1, 2019.

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

- B. Approval of the Finance Committee Meeting Held on December 5, 2019.

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

V. CONSENT DOCKET

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

- A. Receive the Notice of Meetings for 2020.
- B. Approval of the Extension of the Contract with Bicycle Transit Systems, Inc., January 1, 2020 to February 28, 2020, Estimated Cost \$25,000.
- C. Approval of Lease Agreement with the Oklahoma City Municipal Facilities Authority for the Net Rentable Area known as Tenant Space 1 and 2, Currently Occupied by the City of Oklahoma City's Employee Health Clinic Provider, Located in the Arts District Garage.
- D. Approval of Agreement for Fire System Repairs and Modifications for the Santa Fe Garage between SFPG, LLC. and Central Oklahoma Transportation and Parking Authority in the amount of \$38,162.88.
- E. Resolution Rejecting Proposal Received on COTPA RFP2020002 Spokies Management.
- F. Adoption of Resolution Authorizing the Administrator to Execute and File Application on Behalf of the Central Oklahoma Transportation and Parking Authority with the US Department of Transportation to Aid in the Financing of Planning, Capital and/or Assistance Projects Pursuant to 49 U.S.C. Section 5307, 5310, 5337, 5339 and Section 70.

Administrator Ferbrache gave a brief explanation of item V.F., upon Chairman Kauffman's request.

- G. Approval of Amendment No. 2 to the Interlocal Agreement for Provision of Transportation Services with the City of Norman for EMBARK to Provide Fixed Route and Paratransit Bus Service, Extending the Free Fare Period for EMBARK Norman Service Through June 30, 2020.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Authorize the Administrator to Advertise a Request for Qualifications to be Advertised for Public Art for the New Parking Garage to be Located at 15 SW 4th Avenue, Oklahoma City, Oklahoma with an Estimated Cost of \$198,930.

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

- B. Approval of Sublease Agreement with the City of Oklahoma City and the Oklahoma City Public Property Authority for the Central Oklahoma Transportation and Parking Authority's Use of Property Known as the Santa Fe East Lot for Parking Operations, Estimated Cost \$20,000, Effective Date to March 30, 2022.

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

- C. Resolution Authorizing Free Rides On Fixed-Route Bus, Zone 1 ADA Para-Transit and Streetcar Service On December 31, 2019.

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

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

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

- E. Approving Change Order No. 2, Project MC-0564, CNG Fueling Station, 2000 S May Ave, \$123,436.41.

No action taken.

Chairman Kauffman announced that item VI.E. will be pulled from the agenda.

VII. RATIFICATION OF CLAIMS AND PAYROLL

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

- A. Ratification of Payroll and Vendor Claims for the Period November 5 through November 26, 2019

VIII. RECEIVE FINANCIAL REPORTS

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Four Months Ended October 31, 2019

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

IX. RECEIVE PROGRAM REPORTS

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

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

Presentation by Streetcar Operations Manager, Jesse Rush.

- C. Long Range Plan Report
- D. Parking System Report**

Presentation by Parking Operations Manager, Cory Hubert.

- E. Marketing and Technology Report**

Presentation by Public Information & Marketing Manager, Michael Scroggins.

- F. Oklahoma River Cruises and Spokies Report

X. ITEMS FROM TRUSTEES

Administrator Ferbrache mentioned working with partners at Oklahoma Department of Transportation and the State Oversight Office, to kick off our first official Safety Audit.

Administrator Ferbrache acknowledged Michael Scroggins and the Marketing team and thanked the Marketing Committee and COTPA Trustees for their support.

XI. ADJOURNMENT

Respectfully Submitted,



Jason Ferbrache
Administrator