

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION  
AND PARKING AUTHORITY MEETING**

**January 9, 2015**

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**TRUSTEES PRESENT:** Barney Semtner, Acting Chairman  
Kay Bickham  
Craig Freeman  
Steve Hill  
Laura Johnson

**TRUSTEES ABSENT:** Chris Kauffman, Chairman  
David Greenwell  
Veran Randle

**STAFF PRESENT:** Jason Ferbrache  
Marsha Harrod  
Debi Holtzclaw  
Larry Hopper  
Kevin Mulcahy  
Melisa Rousey  
Michael Scroggins  
Jeanne Smith  
Ruvena Snellings

**I. CALL TO ORDER**

Acting Chairman Barney Semtner called the meeting to order at 9:00 a.m.

**II. ITEMS FROM THE CHAIRMAN**

There were no items from the Acting Chairman.

**III. CITIZENS TO BE HEARD**

David Smith commented that COTPA's system should be improved by modeling it after profitable operations around the world. He stated that it was inequitable that parkers can pay with a credit card but bus patrons cannot. He was advised that a credit card payment system for bus fares will be available in the near future.

**IV. APPROVAL OF MINUTES**

- A. Consideration of Approval of the Minutes of the Central Oklahoma Transportation and Parking Authority Joint Finance and Transportation Committee Meeting of December 4, 2014

APPROVED. Moved by Bickham, Seconded by Freeman. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

- B. Consideration of Approval of the Minutes of the Central Oklahoma Transportation and Parking Authority Meeting of December 5, 2014

APPROVED. Moved by Freeman, Seconded by Bickham. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

**V. CONSENT DOCKET**

- A. Consideration of Approval of Sole Source Professional Services Agreement with Sarah Boggs for Technology Assistance, Business Analysis and Training

APPROVED. Moved by Johnson, Seconded by Hill. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

- B. Consideration of Approval of Renewal of Contract with Triad Design Group for Engineering Services as COTPA's Engineer of Record Retroactive to June 4, 2014

APPROVED. Moved by Johnson, Seconded by Hill. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

- C. Consideration of Approval of Change Order No. 1 to the Contract with A Better Fence Construction for the Removal and Installation of Bus Stop Sign Poles and Signs

APPROVED. Moved by Johnson, Seconded by Hill. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

- D. Consideration of Approval of Renewal of Contract with Cardinal Maps and Design, LLC

APPROVED. Moved by Johnson, Seconded by Hill. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

- E. Consideration of Adoption of Resolution to Terminate the Lease Agreement with Nations Trade Company

ADOPTED. Moved by Johnson, Seconded by Hill. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

- F. Consideration of Approval of Lease Agreement with The Store @ Downtown Inc. for Retail Space at Santa Fe Plaza

APPROVED. Moved by Johnson, Seconded by Hill. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

- G. Receive the Fiscal Year Ending June 30, 2014 Annual Financial Report

RECEIVED. Moved by Johnson, Seconded by Hill. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

## **VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Consideration of Approval of Bus System Changes to Implement Pilot Program for Evening Service and Adjust Schedules for Improved Schedule Adherence

APPROVED. Moved by Freeman, Seconded by Bickham. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

- B. Consideration of Approval of Amendment No. 1 to the Contract with Safety and Security Services, Inc. to Provide Security Guard Services at the Transit Center

APPROVED. Moved by Johnson, Seconded by Bickham. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

- C. Consideration of Approval of Easements Between COTPA and TNT Operating Company

APPROVED. Moved by Bickham, Seconded by Freeman. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

- D. Enter into Executive Session to discuss collective bargaining negotiations for fiscal year 2014-2015 with Amalgamated Transit Union, Local 993, as authorized by 25 O.S. (2011) §307(B)(2), and to receive confidential communications from its attorney concerning a pending investigation, claim, or action, as authorized by 25 O.S. (2011) §307(B)(4), because disclosure would seriously impair the ability of the public body to conduct the pending investigation, claim, or action in the public interest

ENTERED INTO EXECUTIVE SESSION. Moved by Freeman, Seconded by Hill. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

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

- A. Ratification of Payroll and Vendor Claims for the Period December 1, 2014 through December 31, 2014

RATIFIED. Moved by Johnson, Seconded by Freeman. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

## **VIII. RECEIVE FINANCIAL REPORTS**

- A. COTPA Schedules of Revenues and Expenditures – Budget to Actual for the Five Months Ended November 30, 2014

RECEIVED. Moved by Hill, Seconded by Bickham. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

**IX. RECEIVE PROGRAM REPORTS**

- A. Transit System
- B. Long Range Plan
- C. Parking System
- D. Marketing, Customer Relations, and Technology
- E. Oklahoma River Cruises

RECEIVED. Moved by Johnson, Seconded by Hill. AYES: Bickham, Freeman, Hill, Johnson, and Semtner

**X. ITEMS FROM TRUSTEES**

Jason Ferbrache introduced the new Assistant Director, Kevin Mulcahy.

**XI. ADJOURNMENT**

The meeting was adjourned at 10:22 a.m.

Respectfully Submitted,



Jason Ferbrache  
Secretary