

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION  
AND PARKING AUTHORITY MEETING**

**January 08, 2016**

---

**TRUSTEES PRESENT:** Chris Kauffman, Chairman  
Barney Semtner, Vice Chairman  
Kay Bickham  
Craig Freeman  
Steve Hill  
Laura Johnson  
James Cooper  
David Greenwell

**TRUSTEES ABSENT:**

**STAFF PRESENT:** Michelle Crom  
Jason Ferbrache  
Marsha Harrod  
Larry Hopper  
Corey Hubert  
Jason Long  
Sheila Holmes  
Kevin Mulcahy  
Chip Nolen  
Michael Scroggins  
Jeanne Smith  
Ruvena Snellings  
Melissa Rousey  
Mary Kay Fox

**I. CALL TO ORDER**

Chairman Chris Kauffman called the meeting to order at 9 a.m.

**II. ITEMS FROM THE CHAIRMAN**

Jason Ferbrache introduced Sheila Holmes, new Executive Assistant I for the Administrator for COTPA

- A. Recognition of Retirement of Rita Miller
- B. Recognition of Retirement of Jackie Beason
- C. Recognition of Retirement of H. Morell LaRue Jr.

**III. CITIZENS TO BE HEARD**

**IV. APPROVAL OF MINUTES**

- A. Consideration of Approval of the Minutes of the COTPA Board Meeting of December 4, 2015

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

**V. CONSENT DOCKET**

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

- A. Approval of COTPA Non-Represented Pay Plan Adjustment Retroactive to July 1, 2015
- B. Approval of Lease Agreement Extension with the University of Central Oklahoma at Santa Fe Plaza
- C. Receive the Fiscal Year Ending June 30, 2015 Annual Financial Report
- D. Adoption of Resolution to Approve Amendments and Restatements to the Central Oklahoma Transportation and Parking Authority Pension Plan Effective February 1, 2016; Authorization for the Proper Officers To Do all Things Necessary and Proper to Keep the Plan in Compliance; Authorization to Submit the Amended Plan to the Internal Revenue Service for a Determination Letter; Authorization to Deliver an Executed Plan to the Plan Trustee Bank; and Authorization to Notify all Employees Covered By the Plan Concerning This Amendment and Restatement
- E. Approval of Amendment of the Term with Alliant Insurance Services, Inc. to Provide General Liability and Felonious Assault Insurance for COTPA
- F. Approval of Renewal of Sole Source Professional Services Agreement with Sarah Boggs for Technology Assistance, Business Analysis and Training
- G. Memorandum of Agreement Between the Oklahoma City Economic Development Trust, the Central Oklahoma Transportation and Parking Authority and the City of Oklahoma City, to Provide Assistance from the Public Parking Budget of Tax

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Approval of Sole Source Professional Services Agreement with Jenkins RTS, LLC for Technical Assistance in Standing Up Streetcar Operations

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

- B. Approval to Authorize the Administrator to Receive Contract and Bonds and issue a Notice to Proceed for Project MB-1308, Tenant Build-Out (Phase 2) for the Arts District Parking Garage, 431 W Main Street

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

- C. Approval of Final Plans and Bidding Documents for the Fleet Maintenance Facility Improvements, Project Nos. MB-1257, Maintenance Building Improvements, and MB-1276, Service Building Improvements and Authorize the Administrator to Advertise and Release the Bidding Documents

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

- D. Approval of Contract with Monarch Marketing Group, L.L.C. for Media Buying and Consultant Services

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

- E. Approval of Multi-Year Agreement with the City of Edmond to Establish Authority for the Oversight of Any Edmond Public Transportation Service and Accountability for Any Federal Grant Funds Made Available for Edmond's Service Retroactive to July 1, 2015

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

- F. Approval of Agreement for Professional Services with Mary Kay Fox

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

- G. Approval of Bus System Changes to Expand Pilot Program for Evening Service and Adjust Schedules for Improved Schedule Adherence

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

- H. Enter Into Executive Session with the Municipal Counselor to Discuss Settlement

Offers for Claim No. BA-15-0734 as Authorized by 25 O.S.(2011)§307(B)(4)

ADOPTED AS AMENDED TO MOVE TO END OF MEETING. Moved by Johnson, Seconded by Cooper. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

- I. Enter Into Executive Session with the Municipal Counselor to Discuss Settlement Offers for Claim No. BA-15-0411 as Authorized by 25 O.S.(2011)§307(B)(4)

ADOPTED AS AMENDED TO MOVE TO END OF MEETING. Moved by Johnson, Seconded by Cooper. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

- J. Enter Into Executive Session with the Municipal Counselor to Discuss the System Security and Emergency Preparedness Plan Containing Sensitive Security Information and Seeking Authorization for the Administrator to Execute the Plan as Authorized by 25 O.S.(2011)§307(B)(7)

ADOPTED AS AMENDED TO MOVE TO END OF MEETING. Moved by Johnson, Seconded by Cooper. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman, Semtner.

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

**VII. RATIFICATION OF CLAIMS AND PAYROLL**

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

- A. Ratification of Payroll and Vendor Claims for the Period December 1, 2015 through December 31, 2015

**VIII. RECEIVE FINANCIAL REPORTS**

- A. COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Five Months Ended November 30, 2015

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

**IX. RECEIVE PROGRAM REPORTS**

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

- A. Transit System Report
- B. Long Range Plan Report
- C. Parking System Program Report

- D. Marketing, Customer Relations, and Technology Report.
- E. Oklahoma River Cruises and Spokies Report
- F. Streetcar Report

**X. ITEMS FROM TRUSTEES**

There were no comments from the trustees

**XI. ADJOURNMENT**

The meeting was adjourned at 10:38 a.m.

Respectfully Submitted,



Jason Ferbrache  
Administrator