

**MINUTES**

**CENTRAL OKLAHOMA TRANSPORTATION  
AND PARKING AUTHORITY MEETING**

**February 03, 2017**

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

**TRUSTEES ABSENT:**

**STAFF PRESENT:** Jason Ferbrache  
Marsha Harrod  
Sheila Holmes  
Ruvena Skidmore  
Larry Hopper  
Cory Hubert  
Eugene Fritz  
Brian Haskins  
Chris Bourke  
Kevin Mulcahy  
Michael Scroggins  
Jeanne Smith  
Jesse Rush  
Marilyn Dillon  
Melisa Rousey  
Chip Nolen  
Kari Shamblin  
Hailey Rawson

**I. CALL TO ORDER**

**II. ITEMS FROM THE CHAIRMAN**

- A. Recognition of Retirement of Brandi Deming

Not in attendance.

- B. Recognition of Retirement of Timothy Farney

Not in attendance.

Recognition of Retirement of Richard Bishop who was on the January 6, 2017 agenda to receive recognition, but due to inclement weather was unable to attend.

- C. Introduction of the New Amalgamated Transit Union Local 993 (ATU) President, Chris Bourke

Administrator Ferbrache introduced Mr. Bourke as the new ATU President effective January 2017. Mr. Bourke has 25 years with COTPA as a Mechanic and is one of the few who maintained six different ASE certifications. Mr. Bourke also has always worked with new hires to train them about proper pre-trip inspections.

- D. Presentation by MA+ Architecture on Transit Center Improvements

Justin Mitchell with MA+ Architecture gave a presentation about upcoming Transit Center improvements. Trustee Greenwell agreed the Transit Center is in good shape after 13 years, but could be better and is appreciative of the updates. He believes it will be more inviting to customers. Administrator Ferbrache gave credit to staff for keeping the Transit Center looking nice after 13 years with the volume of daily traffic. The updates will be funded with a Federal grant. Trustee Cooper asked how they decided on a metal fence versus a wooden fence. Mr. Mitchell, during his presentation, indicated decisions still needed to be made about the dumpster enclosure.

**III. CITIZENS TO BE HEARD**

**IV. APPROVAL OF MINUTES**

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

- A. Approval of the Minutes of the COTPA Board Meeting of January 6, 2017

**V. CONSENT DOCKET**

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

- A. Approval of Lease Agreement with Pinkitzel, LLC. Retroactive to February 1, 2017 for Retail Space at Santa Fe Depot
- B. Adoption of Resolution Approving Amendment No. 2 of Agreement Between the Central Oklahoma Transportation and Parking Authority and Mutual of Omaha

**VI. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Approval of Contract Amendment with ETC Institute for Market Research Services

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

- B. Approval of Request for Proposals (COTPA2017020) for Parking Operations and Facilities Management and Authorize the Administrator to Advertise and Release the RFP

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

Amended scope of services given to Trustees prior to beginning of meeting. Chairman Kauffman inquired how many potential operators does staff think will propose on the RFP. Cory Hubert approached stating there are five to twenty qualified companies nationally, but realistically he expects to receive five to six proposals. Staff has reached out to five organizations directly and advertisement will begin today. Mr. Hubert stated that he believes our geographic location will influence the number of firms responding with a proposal.

**VII. RATIFICATION OF CLAIMS AND PAYROLL**

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

- A. Ratification of Payroll and Vendor Claims for the Period January 4 through January 24, 2017

**VIII. RECEIVE FINANCIAL REPORTS**

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

- A. Receive the Central Oklahoma Transportation and Parking Authority's Schedules of Revenues and Expenditures - Budget to Actual for the Six Months ended December 31, 2016

**IX. RECEIVE PROGRAM REPORTS**

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

- A. Transit System Report\*\*

Kevin Mulcahy gave a verbal presentation.

- B. Oklahoma City Streetcar Report\*\*

Jesse Rush gave a verbal presentation. Mr. Rush reminded the Board of the Oklahoma City Streetcar groundbreaking event next Tuesday, February 7 at the Melting Pot at 1:30pm. Mr. Rush also extended an invitation to visit the platform at 8th and Broadway today as a group or individually at a later date.

- C. Long-Range Plan Report
- D. Parking System Report
- E. Marketing, Customer Relations and Technology Report
- F. Oklahoma River Cruises and Spokies Report
- G. Special Services Transportation Report\*\*

Marilyn Dillon gave a verbal presentation. Chairman Kauffman inquired about how many buses Special Services has currently; Ms. Dillon stated we have 24 vehicles with 16 utilized daily for operations and the remaining are for backup.

**X. ITEMS FROM TRUSTEES**

Trustee Greenwell inquired about the different pricing in the parking garages and if there were any current incentives for the purchase of bulk spaces, Administrator Ferbrache responded that there are currently four tiers to the pricing structure. Trustee Greenwell also inquired staff to consider long-term contracts and possibly offer further incentives to those customers. He would also like staff to consider a shuttle to take parkers to and from select locations near their destination and back until the Oklahoma City Streetcar is live, and possibly making it seasonal from November to February. Administrator Ferbrache stated that EMBARK has approached a large, downtown employer to address balancing out the garages through long-term parking agreements. Chairman Kauffman inquired about doing an impact study on the nearly complete 499 Sheridan development parking garage and the effect on COTPA's parking system. Administrator Ferbrache stated there has not been an impact study performed.

Administrator Ferbrache introduced Michael Scroggins to give a verbal presentation. Mr. Scroggins presented a short synopsis with pictures of the gallery book that EMBARK is in the final stages of producing in celebration of COTPA's 50th Anniversary, and it will be available later this month. The book will outline Oklahoma City's transportation and parking history since 1887. Trustee Cooper thanked Mr. Scroggins and his staff for taking time to research for the book as he learned a lot just from the presentation.

**XI. ADJOURNMENT**

ADJOURNED.

At the end of the agenda, the fire alarm went off abruptly ending the meeting.

Respectfully Submitted,



Jason Ferbrache  
Administrator