

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

August 04, 2017

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

TRUSTEES ABSENT: Barney Semtner, Vice Chairman

STAFF PRESENT: Jason Ferbrache
Marsha Harrod
Kevin Mulcahy
Jeanne Smith
Cory Hubert
Jesse Rush
Eugene Fritz
Michael Scroggins
Hailey Rawson
Marilyn Dillon
Chris Bourke
Chip Nolen
Ruvena Skidmore
Jimmy Friend
Melisa Rousey
Kari Shamblin

I. CALL TO ORDER

II. ITEMS FROM THE CHAIRMAN

Fare Study presentation by Laura Wolfgram with Four Nines Technologies. The primary objectives of the study are to create a Fare Policy and develop a fare collection strategy. Ms. Wolfgram described the project scope and approaches to reach these goals. The action plan will include recommendations for transit fares including the Oklahoma City Streetcar fare, an updated general fare policy, and fare collection technologies. Ms. Wolfgram reviewed the components of a fare policy and fare schedule, discussed the findings from the Peer Agencies review as well as the opportunities, challenges and direction of fare collection technology. Trustee Greenwell asked if possessing the ability to accept Smart Cards would allow for the acceptance of credit cards. Ms. Wolfgram stated there is a slight variation; Smart Cards are similar to the monthly pass offered at parking garages that are plastic with a chip in them and are read by a proximity reader. She also stated that certain other cities accept the use of contactless credit cards, however due to the transition of EMV technology (Chip cards) a lot of credit card companies have taken a step back from using contactless credit cards. Ms. Wolfgram added that it is also very rare that a transit agency would allow a rider to swipe a credit card onboard a vehicle without real time connectivity to process the transaction as it puts the transit agency at financial risk until the transaction is complete. Mobile ticketing transfers payment responsibility to riders by use of a smart phone that subsequently combines ticket vending machine and fare payment method; a customer's phone is the universal payment. Ms. Wolfgram further discussed the benefits of mobile ticketing over the Smart Card. Trustee Greenwell asked if any studies have been performed to indicate an increase in ridership if there were a more efficient payment method. Ms. Wolfgram replied that EMBARK currently has a convenient way to pay on fixed route service; a new technology could attract more riders to utilize the service though it is not the main driver to increase ridership on fixed route. She also added that with Streetcar that convenience will be extremely important and most Streetcar service providers do have a mobile ticketing application. Trustee Greenwell asked if the potential for different types of passengers for the Streetcar is significantly different than that of public transportation in general. Ms. Wolfgram replied that the fixed route system is more for locals, though, there will be some tourists that find it useful as well, and the Streetcar, given the focused area in which it will operate, will have a greater chance for tourists and riders that work downtown. Ms. Wolfgram also explained the importance of accepting prepaid debit cards to pay for fares. Trustee Greenwell asked if information from the Blue Tooth beacon is retained on the bus or sent to a central location. Ms. Wolfgram answered it is sent to a central location and data will be aggregated when performing analysis. Chairman Kauffman inquired about the amount of time remaining on the contract. Ms. Wolfgram stated the study is currently in the public comment component and finishing up fare alternatives component, so the study will be moving into the action plan component; which will come before the Trust in the December 2017 to January 2018 time frame. Trustee Greenwell inquired about how Oklahoma City compares to the other peer cities reviewed in terms of the average number of miles traveled by riders. Ms. Wolfgram explained it was 5.5 miles for Oklahoma City where as the next closest peer city had an average of 4.5 miles per rider. She also complimented Nelson-Nygaard on their identification of peer cities. Trustee Greenwell commented that if someone were to take the fixed route bus to the Transit Center and still needs to use the Oklahoma City Streetcar; it seems fair to integrate the fares. Trustee Greenwell asked what riders would need to show proof of purchase to ride the Oklahoma City Streetcar. Administrator Ferbrache interjected that is still undetermined and mobile ticketing would make that feasible and transferability is one main goal. Trustee Greenwell asked what fare enforcement would look like. Ms. Wolfgram answered that Four Nines is currently working on the fare enforcement policy.

III. CITIZENS TO BE HEARD

IV. APPROVAL OF MINUTES

- A. Approval of the Minutes of the COTPA Board Meeting on July 7, 2017

Moved by Cooper, Seconded by Freeman. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman.
- B. Approval of the Minutes of the Parking Committee Meeting on August 3, 2017

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

V. CONSENT DOCKET

- Moved by Johnson, Seconded by Hill. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman.
- A. Approval of the Renewal of Agreement (Project 2013-05) with Community Health Centers, Inc. to provide transportation services using the Mary Mahoney Memorial Health Center's Healing Hands transport van.
- B. Approval of the Renewal of Agreement (Project 2013-19) with Community Health Centers, Inc. to provide transportation services to and from the Perry A Klaassen Family Medical Center.
- C. Approval of Lease Agreement with REHCO Downtown Development, LLC. for Surface Lot Parking.
- D. Approval of Interlocal Cooperative Agreement with Oklahoma County for Route 19, Fiscal Year 2017-2018.
- E. Approval of Agreement for Transit Service with the City of Midwest City, Fiscal Year 2017-2018.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Approval of Lease Agreement COTPA and State of Oklahoma - Oklahoma Department of Transportation (ODOT) for a Portion of the Available Space in the Santa Fe Railroad Depot for the Purpose of Operating and Maintaining a Passenger Railroad Station.

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

Chairman Kauffman inquired as to COTPA's responsibilities in managing the facility. Administrator Ferbrache will manage the facility maintenance, upkeep and securing tenants. Administrator Ferbrache also reminded the Board that Spokies and River Cruises offices will be relocating to the Santa Fe Depot. Trustee Greenwell inquired as to the end date of the construction on E.K. Gaylord between Reno and Sheridan. Trustee Johnson interjected there are multiple projects making the timeline for completion unknown. Chairman Kauffman asked Administrator Ferbrache if there is a plan to lay rail immediately following street construction on the east side of E.K. Gaylord to which Administrator Ferbrache replied yes.

- B. Approval of Contract COTPA Professional Services Agreement COTPA 2017020 Parking Operations and Facilities Management with Republic Parking System.
- Moved by Johnson, Seconded by Freeman. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman.
- C. Approval of Agreement EMBARK 20180006 (Share-A-Fare Program Transportation) Yellow Cab Company of Oklahoma, LLC. for the Share-A-Fare Taxi Program.
- Moved by Cooper, Seconded by Johnson. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman.
- D. Approval of Contracts with the Community Action Agency of Oklahoma City, Oklahoma/Canadian Counties, Inc. and Harrah Senior Citizens, Inc. for Senior Congregate Meal Transportation (COTPA2018001); and, Approve the Resolution Authorizing the Open Market Purchase of Transportation Services for Senior Congregate Meal Transportation on Line Items Not Bid on COTPA2018001-OM, Estimated Annual Cost \$19,000, with a Term of July 1, 2017 through June 30, 2022.
- Moved by Cooper, Seconded by Johnson. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman.
- E. Approval of Contracts with the Community Action Agency of Oklahoma City, Oklahoma/Canadian Counties, Inc. and Harrah Senior Citizens, Inc. for Senior STEP Shopping Transportation (COTPA2018002); and, Approve Resolution Authorizing the Open Market Purchase of Transportation Services for Senior STEP Shopping Transportation for Line Items Not Bid on COTPA2018002-OM, Estimated Annual Cost \$10,000, with a Term of July 1, 2017 through June 30, 2022.
- Moved by Cooper, Seconded by Johnson. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman.
- F. Approval of Change Order No. 1 to the Contract with Pillar Contracting, Inc. for Project No. MC-0561, Transit Center Exterior Remodel, 580 North Hudson Avenue.
- Moved by Freeman, Seconded by Hill. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman.
- G. Approval of Final Plans and Specifications to be Advertised for Bid, Project No. MB-1272, Union Station Structural and Drainage Repairs, 300 SW 7th Street.
- Moved by Bickham, Seconded by Freeman. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman.
- H. Approval of Amendment No. 1 of Agreement with Shiels Oblatz Johnsen (SOJ).
- Moved by Freeman, Seconded by Cooper. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman.
- I. Approval of Amendment No. 2 Increasing the Cost of the Contract with ETC Institute for Market Research Services.
- Moved by Bickham, Seconded by Cooper. AYES: Bickham, Cooper, Freeman, Greenwell, Hill, Johnson, Kauffman.

Chairman Kauffman asked if cost will be split between Transit and Parking departments when there is a joint contract. Administrator Ferbrache answered the cost will be split with Transit portion will be funded primarily with Federal grants and the Parking portion will be funded through Parking Operating account. Trustee Bickham inquired if the surveys were primarily for the Hispanic community. Administrator Ferbrache reminded the Board the survey of the Hispanic community fell under the first amendment and that survey will be presented soon and added that this amendment focuses on Downtown Discovery, night service and the parking customers.

Approval of Amendment No. 1 with Four Nines Technologies is stricken from the docket.

- J. Adoption of Resolution Authorizing the Filing of Application(s) with the Department of Transportation (Federal Transit Administration) for Grant(s) under 49 U.S.C. Section 5339(b), Buses and Bus Facilities Infrastructure Program and Approving Allocating Matching Funds.

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

- K. Approval of Final Plans and Specifications to be Advertised for Bid, Project No. MB-1081, Century Center Parking Garage Re-Roof, 100 W. Main Street.

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

Chairman Kauffman asked what work to the roof needs to be performed. Administrator Ferbrache clarified that water proofing was performed on the decks and helicline ramps, but this is for roofs on each of the heliclines which were not worked on in the last Century Center project. Administrator Ferbrache added that the roofs are leaking and deteriorated and a few of the steel structural beams will be replaced. Chairman Kauffman asked if the parking garage surfaces were included to which Administrator Ferbrache answered no.

- L. Public Comment Request Regarding Fee Schedule Changes

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

- 1. Adopt Resolution Re-establishing Fares on the Downtown Discovery and Updating Fee Schedule.

Chairman Kauffman asked if there was still a need for the Downtown Discovery when the Oklahoma City Streetcar is completed. Administrator Ferbrache explained that the Downtown Discovery will be rerouted to provide service to areas the streetcar will not serve and primarily to feed the Oklahoma City Streetcar.

VII. RATIFICATION OF CLAIMS AND PAYROLL

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

- A. Ratification of Payroll and Vendor Claims for the Period July 5 through July 25, 2017.

VIII. RECEIVE FINANCIAL REPORTS

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

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Twelve Months ended June 30, 2017.

**IX. RECEIVE PROGRAM REPORTS
(Notes: ** Verbal reports to be given)**

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

- A. Transit System Report **

Kevin Mulcahy presented the Transit System Report.

- B. Oklahoma City Streetcar Report **

Jesse Rush presented the Oklahoma City Streetcar Report. Trustee Johnson asked if we are on schedule with both the building and the rail inside the building for the delivery of the streetcars. Mr. Rush replied that the building is scheduled to be completed on schedule at the end of October and there was a slight delay in the rail installation, but there was time built in to the contract that we can still meet our deadlines. Chairman Kauffman asked if all the streetcars will be stored at the storage and maintenance facility to which Mr. Rush replied yes.

Chairman Kauffman requested a platform rendering at the next Board meeting and Mr. Rush confirmed he will accommodate.

- 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 Report **

Marilyn Dillon presented the Special Services Report.

X. ITEMS FROM TRUSTEES

XI. ADJOURNMENT

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jason Ferbrache". The signature is written in a cursive style with a large initial "J" and "F".

Jason Ferbrache
Administrator