

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

March 02, 2018

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

TRUSTEES ABSENT: Barney Semtner, Vice Chairman

STAFF PRESENT: Jason Ferbrache
Kevin Mulcahy
Kari Shamblin
Iris Newman
Justin Broesel
Chip Nolen
Marsha Harrod
Jesse Rush
Marilyn Dillon
Michael Scroggins
Suzanne Wickenkamp
Ruvena Skidmore
Cory Hubert
Jeanne Smith
Larry Hopper

I. CALL TO ORDER

II. ITEMS FROM THE CHAIRMAN

- A. Presentation by ETC Institute on Customer Survey Results.

Trustee David Greenwell inquired if Administrator Ferbrache knew the locations to and from for the customers that have to transfer two or more times. Administrator Febrache stated that answer could be found in the survey results. Trustee Greenwell added these results would be interesting and may result in the addition of a new route.

Trustee James Cooper inquired as to the reason so many EMBARK customers face multiple transfers; possibly a funding issue. Mr. Ferbrache answered that there are a combination of reasons that ultimately lead back to funding; the challenge is maintaining an adequate number of buses that provide coverage and maintain frequency.

III. CITIZENS TO BE HEARD

Mr. Jeremy Moses addressed and implored the Board of Trustees to consider changing the time of the monthly COTPA Board meetings to an evening start time.

Chairman Chris Kauffman stated it would be difficult to change the current time of the meetings due to the Notice of Meetings that has already been submitted for the current fiscal year and there have been times in the past where focus groups and community meetings were held later in the evening.

Mr. Cooper expressed his appreciation for Mr. Moses' question and added that EMBARK's focus groups are held in the evenings to allow community participation.

Trustee Laura Johnson also added that City Council held Council meetings in the evenings many years ago and there was low community turn out. Mrs. Johnson also stated that the meeting times become habitual, but does not mean the time will not change in the future. Mrs. Johnson also pointed out Oklahoma City did not have evening bus service until recently, so community participation still would have been difficult.

IV. APPROVAL OF MINUTES

- A. Approval of the Minutes of the COTPA Board Meeting Held on February 2, 2018.

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

- B. Approval of the Minutes of the Joint Transportation, Parking and Finance Committee Meeting Held on February 2, 2018.

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

V. CONSENT DOCKET

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

- A. Memorandum of Understanding (MOU) for Services Related to Public Art Projects.
- B. Resolution Allowing Free Fixed-Route and Zone 1 ADA Paratransit Rides on the Third Friday of Each Month from April 2018 through September 2018.
- C. Resolution Approving a 2% Adjustment to the Central Oklahoma Transportation and Parking Authority Management, Administrative and Technical Support Pay Plan and Providing a Retroactive Effective Date of July 1, 2017.
- D. Resolution Waiving Formal Competitive Bidding and Authorizing Administrator to Enter into a Single Source Contract to Purchase Compressed Natural Gas (CNG) from Clean Energy (CE), a California Corporation, Estimated Cost \$300,000, Effective February 1, 2018 through January 31, 2023.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Receive Oklahoma Railway Museum Report

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

Oklahoma Railway Museum President Eric Dilbeck and Secretary Drake Rice expressed their gratitude for the partnership with COTPA since 1997 and for many more years to come.

- B. Resolution of the Central Oklahoma Transportation and Parking Authority (COTPA) Board of Trustees to Adopt a Fare Change Policy.

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

- C. Streetcar Storage and Maintenance Facility Lease Agreement and Contract for Personnel With Streetcar Expertise During Streetcar Testing Between the Central Oklahoma Transportation and Parking Authority (COTPA) and the City of Oklahoma City, Lease Term for the Facility April 1, 2018 - March 31, 2019

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

VII. RATIFICATION OF CLAIMS AND PAYROLL

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

- A. Ratification of Payroll and Vendor Claims for the Period January 30 through February 27, 2018

VIII. RECEIVE FINANCIAL REPORTS

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

- A. Receive the COTPA Interim Financial Report for the Six Months Ended December 31, 2017.

- B. Receive the COTPA Employee Retirement Trust Interim Financial Report for the Six Months Ended December 31, 2017 and 2016.
- C. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Seven Months Ended January 31, 2018.

**IX. RECEIVE PROGRAM REPORTS
(Notes: **Verbal Report to be Given)**

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

- A. Transit System Report
- B. Streetcar Report**
- C. Long Range Planning Report**
- D. Parking System Report
- E. Marketing, Customer Relations and Technology Report**

Chairman Kauffman highlighted the number of community meetings for community participation. Mr. Scroggins added that there will also be a community meeting held on a Saturday.

- F. Oklahoma River Cruises and Spokies Report

X. ITEMS FROM TRUSTEES

XI. ADJOURNMENT

Respectfully Submitted,



Jason Ferbrache
Administrator