

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

May 04, 2018

TRUSTEES PRESENT: Chris Kauffman, Chairman
Steve Hill
Craig Freeman
Laura Johnson
James Cooper

TRUSTEES ABSENT: Barney Semtner, Vice Chairman
David Greenwell
Kay Bickham

STAFF PRESENT: Jason Ferbrache
Hailey Rawson
Iris Newman
Justin Broesel
Kevin Mulcahy
Ruvena Skidmore
Eugene Fritz
Dennis Fry
Marilyn Dillon
Cory Hubert
Jesse Rush
Suzanne Wickenkamp
Larry Hopper
Jeanne Smith
Michael Scroggins
Chip Nolen
Melisa Rousey
Chris Bourke

I. CALL TO ORDER

II. ITEMS FROM THE CHAIRMAN

III. CITIZENS TO BE HEARD

IV. APPROVAL OF MINUTES

- A. Approval of the Minutes of the COTPA Board Meeting Held on April 6, 2018.

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

- B. Approval of the Minutes of the Joint Transportation and Finance Committee Meeting Held on May 3, 2018.

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

V. CONSENT DOCKET

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

- A. Approve Renewal of Agreements with Harrah Senior Citizens, Inc., Community Action Agency, and the Daily Living Centers, Inc. for Senior Non-Emergency Medical Transportation, Estimated Cost \$32,000, Renewal Term July 1, 2018 to June 30, 2019.

- B. Approval of Renewal Agreement with Daily Living Centers, Inc. for Transportation Support to Seniors and Individuals with Disabilities Participating in Programs at Daily Living Centers, Inc. in the Oklahoma City Metropolitan Area, Estimated Cost \$12,000 Annually, Agreement Term July 1, 2018 through June 30, 2023.

- C. Approve Renewal of Agreement with Retired Senior Volunteer Program (RSVP) of Central Oklahoma, Inc. for Senior Non-Emergency Medical Transportation Services through the RSVP Provide-A-Ride Program, Estimated Cost \$45,000, Term July 1, 2018 to June 30, 2019.

- D. Approve Renewal of Agreement with Community Action Agency of Oklahoma City, Oklahoma/Canadian Counties, Inc. for Senior Companion Volunteer Transportation, Estimated Cost \$13,500, Term July 1, 2018 to June 30, 2019.

- E. Approve Renewal of Agreements with the Community Action Agency of Oklahoma City, Oklahoma/Canadian Counties, Inc. and Harrah Senior Citizens, Inc. for Senior Congregate Meal Transportation Services (COTPA2018001), Estimated Cost \$81,000, Term July 1, 2018 to June 30, 2019.

- F. Approve Renewal of Agreements with the Community Action Agency of Oklahoma City, Oklahoma/Canadian Counties, Inc. and Harrah Senior Citizens, Inc. to Provide Weekly Senior Grocery Shopping (STEP) Transportation Services (COTPA2018002), Estimated Cost \$32,000 Annually, Term July 1, 2018 to June 30, 2019.

- G. Approval of Parking Services Agreement with the City of Oklahoma City.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Approve Agreement with Token Transit, Inc for Mobile Ticketing and Fare Inspection Apps with Beacon Technology (COTPARFP2018020) Effective through May 3, 2023 with an Estimated Cost of \$219,000.

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

Trustee Cooper asked Administrator Ferbrache to speak to the research done on the Customer Service responses to Token Transit. Administrator Ferbrache mentioned how encouraged he was by the responsiveness of Token Transit throughout the process and in doing our due diligence and checking references, all of the reviews received were very good.

- B. Approve Amendment No.1 and Change Order No.1 for Project No. MB-1342, Exterior Renovations of One North Walker Parking Garage (Sheridan-Walker Parking Garage), 501 West Sheridan Avenue, \$64,622.88.

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

Public Parking Operations Manager Cory Hubert presented information regarding project amendments and changes.

Chairman Kauffman asked if these were the last items before the completion of the work. Mr. Hubert replied that today, our Public Parking sign arrived and the work continues. Mr. Hubert also stated that we're in phase two, working on floors five, six and seven.

Administrator Ferbrache asked Mr. Hubert to mention the additional days before project wrap up. Mr. Hubert stated the additional days did not add cost to the change order and explained that weather has caused a 42 day extension, siting that you cannot paint when it's freezing outside.

- C. Adopt Resolution to Ratify the Administrator's Action to Approve Advertisement of Letters of Interest for Architect and Engineering Services for a Multi-use Public Parking Garage in the Vicinity of Shields Blvd., SW 4th Street, S. Broadway Ave. and SW 3rd Street and Authorize the Administrator to Enter into Negotiations with the Successful Proposer.

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

Administrator Ferbrache mentioned that TAP Architecture was the winning proposer and offered additional background on the vicinity of the new Multi-use Public Parking Garage. Chairman Kauffman reiterated that the garage will serve the new Omni Hotel and the Convention Center.

- D. Adopt Resolution Approving Service and Fare Changes as Presented in the April 6, 2018 Public Hearing and Outlined in the Attached Staff Summary Report Dated April 30, 2018; Changes Include Route 050 Route and Schedule; Add Weeknight Service to Route 022; Qualification for Reduced Fare Benefits, Based on Age, Increase to Age 65 from Age 60; Eliminate the Issuance of Fare Change Cards from Fare Boxes on Fixed-Route Buses; Establish All Existing Fixed-Route Bus Passes as Universal Passes; Establish a Universal Annual Pass; and Establish a Downtown Circulator Fare Schedule Effective July 29, 2018.

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

Chairman Kauffman asked if it would be appropriate to mention Sunday service that was adopted by Council. Administrator Ferbrache shared his optimism about Fiscal Year 2019's proposed budget and the funding of additional services.

- E. Adopt Resolution of the Central Oklahoma Transportation and Parking Authority Authorizing the Chairman, or Designee, to Sell and Convey to the Oklahoma City Water Utilities Trust, the One Thousand One Hundred Thirty-Two (1,132) Square Foot Storage Room on the First Floor of the Sheridan Walker Parking Facility, 501 West Sheridan Avenue, at Fair Market Value of \$67,552.10, and Authorizing the Chairman, or Designee, to Execute and Deliver all Necessary Real Estate Documents and to Take Such Other Action as May be Necessary or Appropriate in Order to Effectuate the Sale as Agreed; and Further Authorizing the Chairman, or Designee, to Amend the Declaration and By-Laws of the Unit Ownership Estate of the Sheridan Walker Office and Parking Facility.

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

Public Parking Operation Manager Cory Hubert presented information regarding the sale. Chairman Kauffman asked if the whole main floor of the building was now sold. Mr. Hubert stated that was correct.

- F. Approve Agreement with Pierlott & Associates, LLC for Federal Transit Administration (FTA) Compliance Assessment and Support Services, Estimated Cost \$17,922, May 4, 2018 through May 3, 2019.

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

- G. Approval of Request for Proposal for Parking Consultant Services to Perform a Parking Study of the Central Business District and Authorize Administrator to Advertise for Proposals.

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

Public Parking Operations Manager Cory Hubert presented information regarding the parking study. Trustee Johnson directed comment to Chairman Kauffman adding that so much has changed since the last study. Trustee Johnson stated that since constructing the Arts District garage, many developments including additional parking garages have been constructed including the addition of the Streetcar. Trustee Johnson stated that it's important to evaluate what the market for parking downtown is, now that we're sure all of these developments are coming, the Streetcar, the change of the Cox Center site or even the garage spaces that we know are available both publicly and privately, in the proximity of our existing garages.

Chairman Kauffman stated that one of the biggest things is the possibility of what would happen to the Cox Center parking.

Trustee Johnson mentioned the Hotel and Convention Center garage that hadn't been contemplated at the time that study was done and that the trust was approving negotiations with and A&E firm for the 850 parking space garage during today's meeting.

Mr. Hubert mentioned that we are asking the consultant that a full rate analysis be done of every parking space.

- H. Enter into Executive Session with Municipal Counselor to Discuss Settlement Offers for Claim No. BA-16-0121, as Authorized by 25 O.S. 2015 Supp. § 307(B)(4)

VII. RATIFICATION OF CLAIMS AND PAYROLL

A. Ratification of Payroll and Vendor Claims for the Period April 3 through April 24, 2018

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

VIII. RECEIVE FINANCIAL REPORTS

A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Nine Months Ended March 31, 2018

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

Chairman Kauffman asked if there were any preliminary numbers on Event Revenue available for April, with the Arts Festival. Administrator Ferbrache asked Mr. Hubert to comment on that.

Mr. Hubert stated the Arts Festival had a significant increase over last year's. He also mentioned the Memorial Day Marathon and that these were un-audited numbers. There were right around 4,000 vehicles parked in our garage for that event. It was a big day. Staff was on site at 4 a.m. assisting customers.

Trustee Cooper stated that he knew the numbers were unaudited, however, he mentioned the large number of people walking around downtown and was curious about what happened.

Mr. Hubert stated that is was very busy and that he was reluctant to comment on unaudited numbers.

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

A. Transit System Report**

Public Transportation and Parking Assistant Director Kevin Mulcahy presented the Transit System Report.

B. Streetcar Report**

Streetcar Operations Manager Jesse Rush presented to Streetcar Report. Chairman Kauffman requested a graph on construction completion, similar to the one presented for Standard Operations. Mr. Rush replied yes.

C. Long Range Plan Report

D. Parking System Program Report

E. Marketing, Customer Relations and Technology Report

F. Oklahoma River Cruises and Spokies Report

G. Special Services Report**

Special Services Administrator Marilyn Dillon presented the Special Services Report.

X. ITEMS FROM TRUSTEES

Trustee Freeman mentioned that the Finance Department went out to the Streetcar Facility and expressed his appreciation for Mr. Rush who took them on a tour, showed everyone the Streetcar and did a presentation. Mr. Freeman also expressed his appreciation for the assistance of Ms. Rousey and Mr. Scroggins in coordinating the meeting at Union Station.

XI. ADJOURNMENT

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Jason Ferbrache".

Jason Ferbrache
Administrator