

I. CALL TO ORDER

II. ITEMS FROM THE CHAIRMAN

Associate Planner, John Tankard presented to the Board an update on the Better Streets, Safer City Program. Mr. Tankard offered details about projects currently underway, that will add sidewalks in pedestrian priority areas and transit priority areas.

- A. Presentation from Associate Planner, John Tankard - Update on Better Streets, Safer City Program, related to Sidewalks for Transit Access.

III. CITIZENS TO BE HEARD

IV. APPROVAL OF MINUTES

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

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

V. CONSENT DOCKET

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

- A. Adopt Resolution Authorizing the Administrator to Purchase Additional Supplies and Services Necessary to Protect Against Damage to the Public Peace or Safety During the Opening and Introductory Periods of the OKC Streetcar, Not to Exceed \$100,000, December 7, 2018, through March 7, 2019.

Administrator Ferbrache explained that items A and B on the Consent Docket are items that will allow us to react quickly to any unforeseen requirements associated with Oklahoma City Streetcar.

- B. Adopt Resolution Authorizing the Administrator to Purchase Up to \$100,000.00 in Additional Labor and Services From Herzog Transit Services, Inc., for the Opening and Introductory Periods of the OKC Streetcar, December 7, 2018, through March 7, 2019.
- C. Resolution Adopting the Sole Source Procurement of Parkeon Meter Equipment, Parts, Supplies and Services from Parkeon Inc. and Wetherbee Electric (Authorized Distributor) for \$140,000 Annually through Fiscal Year 2019 and Grant the Administrator the Authority to Renew Annually Until June 30, 2023 as Long as Proof of the Sole Source Continues to be Provided.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Receive Consultant Review Committee Report and Scoring, MC-0623, Consultant to Perform a Parking Study of the Central Business District and Authorize Administrator to Negotiate a Contract.

Parking Manager Cory Hubert offered details regarding the parking study report provided by the Consultant Review Committee.

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

- B. Adopt Resolution Approving the Form of the Santa Fe Plaza Garage Management And Operations Agreement Between COTPA and SFPG, LLC, the Purchaser of the Santa Fe Plaza Parking Garage and Authorizing the Chairman to Execute the Same at Closing on the Sale of the Garage Provided the Purchasers Have Executed the Form of the Agreement Prior to the Chairman's Signature; and Allowing for Minor Revisions as to Form, but not as to Substance, Provided the Revisions are Approved by the Administrator and Municipal Counselor's Office, as Related to the Sale of the Santa Fe Plaza Parking Garage Located at 101 North E.K. Gaylord Boulevard; and Acknowledging and Consenting to the Assignment of the Purchasers' Interest in the Real Estate Purchase And Sale Agreement to SFPG, LLC.

Parking Manager Cory Hubert offered details regarding the Operating Agreement between the Purchasers and COTPA, after the sale of the Santa Fe Parking Garage.

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

- C. Approval of Contract with HMS Ferries, Inc. for Operation and Maintenance Services of Oklahoma River Cruises, Six Years, Effective January 1, 2019, Plus One Five Year Renewal Option, Estimated Annual Cost \$929,706.

Oklahoma River Cruises and Spokies Manager Jeanne Smith explained the agreement with HMS Ferries.

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

- D. Adoption of Resolution Establishing an Explorer's Pass for the Spokies Bike Share Program Fare Structure for \$9 for Unlimited Three-Hour Trips for 24 hours effective January 1, 2019 and Updating the EMBARK Fee Schedule, Estimated Annual Revenue \$3,000.

Oklahoma River Cruises and Spokies Manager Jeanne Smith explained details regarding the Explorer's Pass for the Bike Share Program.

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

- E. Award Contract to Staplegun for Public Relations; Estimated Annual Expenditure \$118,500; Term December 7, 2018 through December 6, 2023.

Administrator Ferbrache provided details regarding the contract with Staplegun for Public Relations. Mr. Ferbrache mentioned that Staplegun assists with Marketing and Web development services.

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

- F. Adopt Resolution Authorizing Service Changes as Presented in the November 2, 2018 Public Hearing and Outlined in the Attached Staff Summary Report Dated November 30, 2018; Changes Include Route 008 and Route 009; Addition of Regularly

Scheduled Bus Service on Sundays for Routes 002, 003, 005, 007, 008, 009, 010, 011, 012, 013, 014, 016, 022, 023, 038, 040, and 050; Effective January 27, 2019.

Administrator Ferbrache discussed the service changes and additions to existing bus routes. Mr. Ferbrache mentioned the support and positive feedback received from the public during two community meetings held in October along with a public hearing in November.

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

- G. Enter Into Executive Session on Advice of the Municipal Counselor to Receive Confidential Communications from its Attorney Concerning Settlement of Claim No. BA-18-0790, as Authorized by 25 O.S. (2017 Supp.) § 307 (B)(4), because Disclosure Would Seriously Impair the Ability of the Public Body to Conduct Settlement Discussions in the Public Interest.

Chairman Kauffman motioned for a vote from the Trustees to move this item to the end of the program.

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

VII. RATIFICATION OF CLAIMS AND PAYROLL

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

- A. Ratification of Payroll and Vendor Claims for the Period November 6 through November 27, 2018

VIII. RECEIVE FINANCIAL REPORTS

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

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

IX. RECEIVE PROGRAM REPORTS

- A. Transit System Report
- B. Streetcar Report**

Presentation by Streetcar Operations Manager Jesse Rush.

Trustee Freeman complimented everyone involved with the OKC Streetcar on their commitment, dedication and great work.

Trustee Greenwell asked if bicycles are allowed on the Streetcar.

Mr. Rush replied yes.

C. Long Range Plan Report**

Presentation by Planning Manager Larry Hopper.

Trustee Greenwell inquired about the cost of the Bus Rapid Transit (BRT) project and how the 14 million dollar grant will be utilized.

Mr. Hopper answered that the Bus Rapid Transit project cost 28.8 million. Referencing the utilization of the 14 million dollar grant, Mr. Hopper listed several projects, including the purchase of buses, creating bus stops and technology.

Trustee Greenwell asked about the location of park and ride lots and if there will be revenue producing opportunities, such as concessions available to the public.

Mr. Hopper explained that a few locations have been discussed and will be exploring the possibility of vending machines.

Trustee Cooper asked about the timeline of the BRT project.

Mr. Ferbrache offered a rough timeline with construction starting sometime in 2021 and service beginning 2023.

Trustee Cooper inquired about plans to expand existing bus routes to interact with the BRT.

Mr. Hopper explained that the BRT system works well with one third of the existing routes and that it would be difficult to give a specific answer about the future of expansion.

D. Parking System Report

E. Marketing, Customer Relations and Technology Report**

Presentation by Marketing, Customer Relations and Technology Manager Michael Scroggins.

F. Oklahoma River Cruises and Spokies Report

X. ITEMS FROM TRUSTEES

Trustee Johnson showed appreciation by complimenting and thanking EMBARK staff for doing a wonderful job.

Trustee Hill also thanked EMBARK staff along with giving recognition to Senator Inhofe and Representative Lucas for their support of the Federal grant.

XI. ADJOURNMENT

Respectfully Submitted,



Jason Ferbrache
Administrator