

MINUTES

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY MEETING**

April 05, 2019

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

TRUSTEES ABSENT: Bernard Semtner, III, Vice Chairman
Laura Johnson

STAFF PRESENT: Jason Ferbrache
Cory Hubert
Caitlin Ford
Chip Nolen
Marilyn Dillon
Dan McKeehan
Eugene Fritz
Jesse Rush
Melisa Rousey
Hailey Rawson
Michael Scroggins
Mike Shaw
Suzanne Wickenkamp
Dennis Fry
Kevin Mulcahy
Jeanne Smith
Larry Hopper
Iris Newman

GUEST PRESENT: Marsha Harrod

I. CALL TO ORDER

II. ITEMS FROM THE CHAIRMAN

- A. Recognition of former COTPA Attorney, Marsha Harrod

Chairman Kauffman presented Marsha Harrod with a plaque of recognition for 24 years of service.

Mr. Kauffman congratulated Trustee James Cooper on his recent appointment to City Council.

III. CITIZENS TO BE HEARD

IV. APPROVAL OF MINUTES

- A. Approval of the Minutes of the COTPA Board Meeting Held on March 1, 2019.

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

- B. Approval of the Minutes of the Parking Committee Meeting Held on March 14, 2019.

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

V. CONSENT DOCKET

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

- A. Approve Resolution Authorizing the Administrator to File an Application with the American Association of Retired Persons (AARP) for the AARP Community Challenge 2019 Quick-Action Grant Program, Estimated Revenue \$20,000, Grant Term July 1, 2019 to December 15, 2019.

- B. Approval of First Amendment to Agreement EMBARK 2018003 with Community Action Agency of Oklahoma City, Oklahoma/Canadian Counties, Inc. for Senior Non-Emergency Medical Transportation, Estimated Cost \$1,000, Retroactive to February 1, 2019 through June 30, 2019; and, Applicable to any Subsequent Optional Renewals of the Agreement from July 1, 2019 through June 30, 2022.

- C. Resolution Authorizing the Open Market Purchase of Media Services and the Waiver of Competitive Bidding and COTPA's Revised Procurement Policy for Open Market Purchase of Media Services, for Fiscal Year 2019-20 Estimated Cost \$125,000.

- D. Contract Renewal for Printing Services (COTPA 2016028) with Southwestern Stationery & Bank Supply, Estimated Cost \$50,000 Annually, April 30, 2019 Through May 1, 2020.

- E. Approval of Agreement Between Central Oklahoma Transportation and Parking Authority dba "EMBARK" and FlixBus, Inc., Allowing FlixBus Permission to Enter onto the Property of Santa Fe Depot, 100 S. E.K. Gaylord Boulevard, Oklahoma City, OK., for Boarding and Alighting of Passengers, Effective April 1, 2019.

- F. Approval of Amendment One to the Contract with the HNTB Corporation (COTPA MC-0619) for Northwest BRT NEPA to Extend the Term to June 15, 2019 at No Additional Cost

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Adoption of Resolution to Approve the Title VI Program for FY 2019-22.

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

Presentation by Scheduling and Short-Range Planning Manager Chip Nolen.

Trustee Cooper requested additional information regarding minority population ridership and route data.

Mr. Nolen offered to follow up with Trustee Cooper to provide him with requested data and address any specific questions he may have.

- B. Change Order No.2 for Project No. MB-1343, Santa Fe Parking Garage, White Box & Tenant Improvements.

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

Administrator Ferbrache explained that the improvement project for University of Central Oklahoma continues. Administrator Ferbrache added that Change Order No. 2 is a reduction of \$23,658.00. Administrator Ferbrache pointed out that the documentation provided by Architect, Beck Design outlines each item, with the most significant one being the replacement of steel panels for insulation with an insulated foam type material for outside vestibules. Administrator Ferbrache further explained that this deduct change order does not add any more time to the project, however, does allow for any unexpected changes that may come along later.

- C. Approval of Request for Proposals (COTPA RFP2019023) for Parking Consultant Services and Authorize the Administrator to Advertise and Release the RFP.

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

Administrator Ferbrache explained that this Request for Proposal (RFP) is a continuation of the Trust's and Staff's due diligence of overseeing the management of our off-street parking system. Administrator Ferbrache mentioned that this audit will be the same type of independent audit that was done a couple of years ago; focusing on operations, financial policies, cash handling and reconciliation. One difference is, we will be looking for a multi-year contract, hoping to save money when it comes to negotiations.

Chairman Kauffman asked when our agreement with the Parking Operator will expire.

Parking Operations Manager Cory Hubert commented that we entered into a five-year agreement with Republic Parking System with two, three-year possible extensions, with a clause that we could end that contract at any time. Administrator Ferbrache offered to check on the expiration date.

Chairman Kauffman asked if the City audits Republic Parking each year. Administrator Ferbrache replied that EMBARK does internal monitoring and spot audits every year by following a quarterly schedule. Mr. Hubert added that revenues and expenses are audited monthly.

- D. Resolution Authorizing the Administrator to Negotiate and Execute Contracts to Replace Social Service and Senior Transportation Services for the Remainder of Fiscal Year 2018-2019, Estimated Cost \$50,000.

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

Administrator Ferbrache believes this item is the most efficient way to get providers back in place to restore social services that were provided by Yellow Cab. Administrator Ferbrache added that we are having discussions and reviewing initial quotes with a plan to get those contracts in place and bring them to the board meeting in May for ratification.

- E. Resolution Authorizing the Open Market Procurement of Security Services Provided by Off-Duty Oklahoma City Police Officers for a Period of Five Years and Authorizing the Waiver of the Competitive Bidding and the Current Procurement Policy for This Open Market Purchase of Security Services, Effective April 1, 2019 through March 31, 2024, Estimated Cost \$483,000 Annually.

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

Administrator Ferbrache explained the significance of having security service provided by off-duty police officers versus contracted security service. Administrator Ferbrache added that the substantial increase is due to requesting off-duty police officers serve as our primary security; we will be reducing our expenditures on the contracted side and increasing expenditures for the service of off-duty police officers.

Chairman Kauffman asked if there was a set fee for off-duty police officers.

Administrator Ferbrache replied that the rate is \$40.00 per hour.

- F. Approval of Amendment No. 3 to Professional Services Agreement (COTPA2017004) Between Central Oklahoma Transportation and Parking Authority and Herzog Transit Services, Inc. for Operation and Maintenance of the Oklahoma City Streetcar system.

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

Administrator Ferbrache explained the need for an additional supervisor in Herzog's control room. Administrator Ferbrache added that funding will be provided by a slight reduction in the contingency we have in the streetcar operations budget and a slight reduction in allowances for other expenses.

- G. Approve the Oklahoma City Streetcar Lease and Operations Agreement between COTPA and the City of Oklahoma City Retroactive April 1, 2019 through March 31, 2020.

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

Administrator Ferbrache explained that the streetcar system is owned by the City of Oklahoma City with COTPA being the operator and will retain the revenues to help offset operations; this item will formalize that arrangement.

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period March 5 through March 26, 2019

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

VIII. RECEIVE FINANCIAL REPORTS

Administrator Ferbrache commented on the Federal grant revenue portion of Transportation Operations. Administrator Ferbrache pointed out that we are about 98% caught up on our grant reimbursement draws and acknowledged the Finance staff for getting their work handled quickly. Administrator Ferbrache also mentioned the expenditure section and explained that even though we're showing \$100,000. over budget in the "other services and fees" category, we anticipate being ok at the end of the year, based on our current trend. Administrator Ferbrache then commented on a few items of Parking Operations, pointing out monthly contract revenue coming in under budget, however, that area is being monitored very closely.

Chairman Kauffman asked if Continental have moved all their employees out of the Cox to the Santa Fe. Administrator Ferbrache replied yes.

Trustee Cooper inquired about the parkers that didn't go to the Cox Center.

Administrator Ferbrache stated that most went to the Broadway-Kerr Parking Garage.

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Eight Months Ended February 28, 2019

Moved by Bickham, Seconded by Cooper. AYES: Hill, Freeman, Kauffman and Tsoodle.

No vote from Trustee Greenwell. Mr. Greenwell left the meeting prior to receiving the Financial Reports.

IX. RECEIVE PROGRAM REPORTS

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

Presentation by Streetcar Operations Manager Jesse Rush.
- C. Long Range Plan Report
- D. Parking System Program Report**

Presentation by Parking Operations Manager Cory Hubert.
- E. Marketing, Customer Relations, and Technology
- F. Oklahoma River Cruises and Spokies Report**

Presentation by Oklahoma River Cruises and Spokies Operations Manager Jeanne Smith.

Ms. Smith introduced Kyle Cole, new General Manager for HMS Ferries and Oklahoma River Cruises.

X. ITEMS FROM TRUSTEES

Administrator Ferbrache acknowledged and thanked staff and all the City departments and entities that helped with the full-scale emergency exercise for the Oklahoma City streetcar Friday, March 29th.

XI. ADJOURNMENT

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jason Ferbrache". The signature is written in a cursive, flowing style.

Jason Ferbrache
Administrator